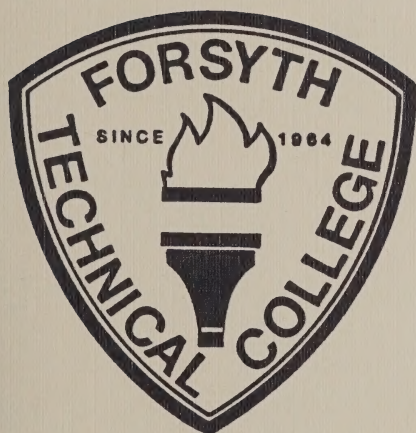


# STUDENT HANDBOOK

## 1986-1987

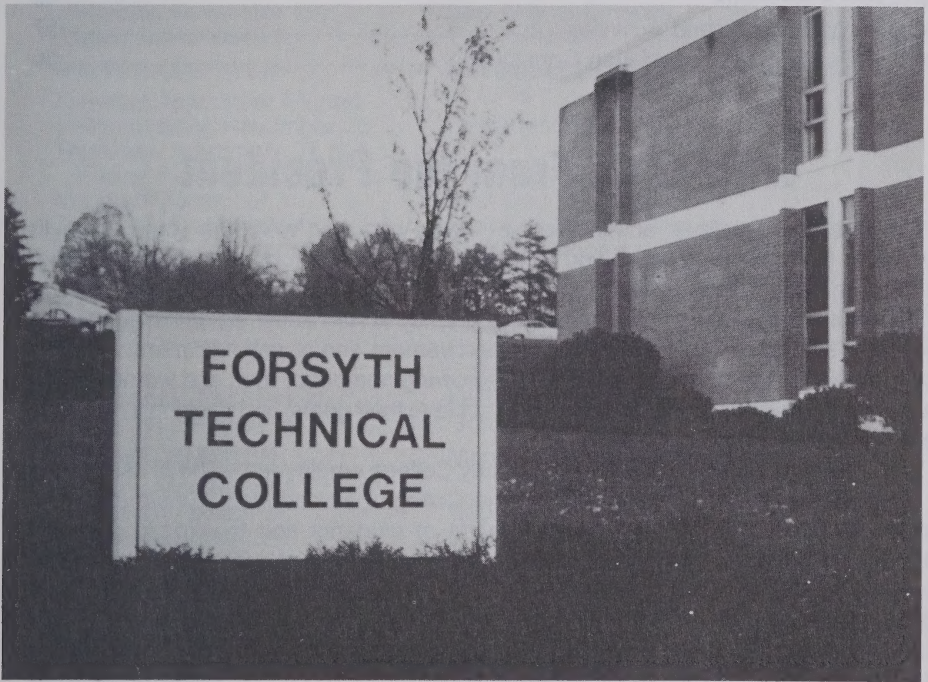


2100 Silas Creek Parkway  
Winston-Salem, North Carolina 27103



# **STUDENT HANDBOOK**

## **1986-1987**



Forsyth Technical College  
2100 Silas Creek Parkway  
Winston-Salem, North Carolina 27103  
Telephone: 723-0371



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## WELCOME From the President

The Board of Trustees, administrators, faculty and staff welcome you to Forsyth Technical College. We assure you that your program of study will be challenging, exciting and rewarding in preparing you for a career.

Beginning a new year provides us the opportunity to start anew, establish goals, and seek new skills and knowledge for self-improvement and/or self-fulfillment. You are now enrolled in a program among an ever-growing number of men and women, of all backgrounds and ages, who are striving to achieve their goals, and seeking to become better prepared for job opportunities.

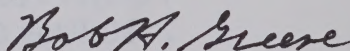
The College is here to serve you. If I, or any College employee can be of assistance to you, please do not hesitate to ask. The College has acquired, constructed and furnished ample facilities to meet the needs of students and to expand program offerings. Presently, our major emphasis is the improvement of quality of all programs. Please assist us by sharing your views for improvement with faculty members and administrators.

A major goal of FTC is to assist you in attaining your goals. We hope you will receive and share with others the benefits of your association with faculty, students and staff members.

When you are successful, as students, in developing useful skills and responsible attitudes through programs at FTC, then we, as an institution, are successful.

You will make many new friends and have lots of new experiences and opportunities while enrolled at FTC. I hope your enrollment will be rewarding and successful.

Again, welcome to Forsyth Technical College.



Bob H. Greene, Ed.D.  
President

## FORSYTH TECHNICAL COLLEGE CALENDAR FOR 1986-87

### FALL QUARTER

Monday, September 1  
 Tuesday, September 2  
 Wednesday, September 3 and  
     Thursday, September 4  
 Friday, September 5  
 Wednesday, September 10  
 Tuesday, September 30  
 Monday, October 27 and  
     Tuesday, October 28  
 Thursday, November 20  
 Friday, November 21

### WINTER QUARTER

Tuesday, November 25 and  
     Wednesday, November 26  
 Thursday, November 27 and  
     Friday, November 28  
 Monday, December 1  
 Thursday, December 4  
 Wednesday, December 10  
 Tuesday, December 23  
 Wednesday, December 24 thru  
     Friday, January 2  
 Monday, January 5

Wednesday, February 25  
 Thursday, February 26

### SPRING QUARTER

Monday, March 2 and  
     Tuesday, March 3  
 Wednesday, March 4  
 Monday, March 9  
 Friday, March 27  
 Monday, April 20  
 Friday, May 8  
 Wednesday, May 20  
 Thursday, May 21  
 Friday, May 22

### SUMMER QUARTER

Tuesday, May 26  
 Wednesday, May 27  
 Monday, June 1  
 Friday, June 19  
 Monday, July 6  
 Thursday, July 16  
 Wednesday, August 12  
 Thursday, August 13  
 Friday, August 14

### September 1, 1986 — November 24, 1986

Labor Day (Holiday)  
 Faculty Orientation  
  
 Registration  
 First Day of Classes  
 Last Day to Add Classes  
 Last Day to Drop Without Penalty

Staff Development Days  
 Last Day of Classes  
 Grade Posting

### November 25, 1986 — February 27, 1987

Registration  
  
 Thanksgiving Holidays  
 First Day of Classes  
 Last Day to Add Classes  
 Staff Development Day  
 Last Day of Classes Before Christmas

Holidays  
 Classes Resume — Last Day to Drop Without  
     Penalty  
 Last Day of Classes  
 Grade Posting

### March 2, 1987 — May 25, 1987

Registration  
 First Day of Classes  
 Last Day to Add Classes  
 Last Day to Drop Without Penalty  
 Easter Monday Holiday  
 Staff Development Day  
 Last Day of Classes  
 Grade Posting  
 Graduation

### May 26, 1987 — August 14, 1987

Registration  
 First Day of Classes  
 Last Day to Add Classes  
 Last Day to Drop Without Penalty  
 Independence Day Holiday  
 Staff Development Day (½ day)  
 Last Day of Classes  
 Grade Posting  
 Graduation







## **HISTORY OF FORSYTH TECHNICAL COLLEGE**

Forsyth Technical College can trace its beginnings to early adult and high school vocational courses which were available in Winston-Salem. In 1958, a Chamber of Commerce Study Committee recommended that an Industrial Education Center be built to provide the trade and technical training needed by local industry. A bond issue provided the money to start construction of two buildings late in 1959, and the first adult classes were begun in October, 1960. In 1963, a third building was constructed, and new technical programs were added. That same year the North Carolina Legislature passed the Community College Act, creating a statewide system of Community Colleges, Technical Institutes, and Industrial Education Centers. In January, 1964, the name of the school was changed to Forsyth Technical Institute. The operation of the school was transferred from the Winston-Salem/Forsyth County Schools to a local board of trustees to govern the Institute following policies established by the State Board of Community Colleges and the State Department of Community Colleges.

Additional building construction throughout the years has allowed for program development and expansion to meet the increasing need for vocational and technical training. In 1984, a bond referendum provided funds for the acquisition of Dalton Jr. High School, which became the Institute's West Campus, and for the construction of a high technology building, Hauser Hall. In July, 1985, Forsyth Technical Institute became Forsyth Technical College.

## **MISSION AND PURPOSE OF FORSYTH TECHNICAL COLLEGE**

The mission and purpose of Forsyth Technical College is to prepare people for gainful employment and effective community membership. The major objective of the curriculum programs is to develop within the student a vocational or technical proficiency to meet the expanding advances in business and health occupations. The College is also dedicated to the concept of continuing education through the Adult Education Program directed toward self-improvement in cultural, avocational and vocational pursuits.

The course of study at Forsyth Technical College seeks to attain the stated purpose of the College by:

- (1) providing effective teaching to all who enroll;
- (2) providing educational opportunities for adults who discontinued their formal training before mastering the basic skills in general education;
- (3) providing vocational training for students who are preparing to enter trades;
- (4) providing technical training for those persons wishing to enter the more highly skilled occupations in business, industry, and health services;
- (5) providing technical, vocational, and enrichment courses on a part-time basis for adults now employed.

## **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

### **Discrimination**

Forsyth Technical College is an equal opportunity institution, in compliance and agreement with the provisions set forth in Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. No person shall be discriminated against on the basis of race, sex, religion, age, national origin, or handicap, if otherwise qualified.

### **SPECIAL PROVISIONS FOR HANDICAPPED PERSONS**

It is the intent of the College that all courses of study be accessible to all qualified students. Handicapped persons should provide approximately one quarter of advance notice for the Dean of Student Services in order to identify any special equipment needs and to facilitate adjustments in programs, facilities, or schedules, if needed.

Special services currently available for handicapped students include tutors and note-takers, a TTY (which is the telephone for the deaf), and staff members with basic manual language skills. These free services may be arranged in the Individualized Learning Center and in Student Services. Arrangements must be made through the counselor for special needs students. The counselor can assist with any special provisions to assist in the learning process. Handicapped students who require attendant care are responsible for their own arrangement.

### **LOCAL ADVISORY COMMITTEES**

Each program of study at Forsyth Technical College has its own advisory committee. The committees are composed of representatives of local businesses, industries, and education and community organizations.

The advisory committees provide the necessary contact between the College and the community in an effort to maintain current and relevant programs of instruction to meet the need of the community.

### **LOCATION AND FACILITIES**

The College's Main Campus is located at 2100 Silas Creek Parkway in the southwest section of Winston-Salem. The College's West Campus is located at 1300 Bolton Street at the intersection of Bolton Street and Silas Creek Parkway. The Health Technology programs are housed in the Allied Health Building at North Carolina Baptist Hospital and in the Paramedical Building at Forsyth Memorial Hospital. All campuses are easily accessible from U.S. Highway 52, North Carolina Highway 150, and Interstate Highway 40.

Off campus Individualized Learning Centers are located at the Forsyth County Public Library on West Fifth Street, Whitaker Care Center of Forsyth Memorial Hospital, as well as the services on Main Campus and West Campus.



## HOURS OF INSTRUCTION

Classes are scheduled between the hours of 7 a.m. and 11 p.m., Monday through Friday. Some courses are offered on Saturday mornings.

Students in Health Technology programs (particularly nursing programs), can expect clinical practice to be scheduled during any part of the 24-hour day, seven days a week.

## ACCREDITATION

Forsyth Technical College is accredited by the Southern Association of Colleges and Schools.

The Associate Degree Nursing program and the Practical Nurse Education program are accredited by the North Carolina State Board of Nursing. Respiratory Therapy Technology, Radiologic Technology, and Nuclear Medicine Technology are accredited by the American Medical Association through the Committee on Allied Health Education and Accreditation (CAHEA).

The College is a member in good standing of the American Association of Community and Junior Colleges.

Electronics Engineering Technology, Manufacturing Engineering Technology, and Mechanical Drafting and Design Engineering Technology are accredited by the Technology Accreditation Commission of the Accreditation Board of Engineering and Technology (TAC/ABET).



## **PROGRAMS OF STUDY**

### **ASSOCIATE IN APPLIED SCIENCE DEGREE**

Accounting  
Architectural Technology  
Associate Degree Nursing  
Banking and Finance  
Business Administration  
Business Computer Programming  
Computer Engineering Technology  
Early Childhood Specialist  
Electromechanical Technology  
Electronics Engineering Technology  
Executive Secretarial Science — Word Processing/Machine Transcription Option  
Executive Secretarial Science — Word Processing/Shorthand Option  
Horticulture Technology  
Industrial Management Technology  
Law Enforcement Technology  
Manufacturing Engineering Technology  
Marketing and Retailing  
Mechanical Drafting and Design Technology  
Nuclear Medicine Technology  
Radiologic Technology  
Real Estate  
Respiratory Therapy Technology — Therapist

### **VOCATIONAL DIPLOMA**

Air Conditioning, Heating, and Refrigeration  
Automotive Body Repair  
Automotive Mechanics  
Carpentry and Cabinetmaking  
Diesel Vehicle Maintenance  
Electrical Installation and Maintenance  
Electronic Servicing  
Graphic Arts — Printing  
Machinist  
Plumbing and Pipefitting  
Practical Nurse Education  
Welding

### **CERTIFICATE**

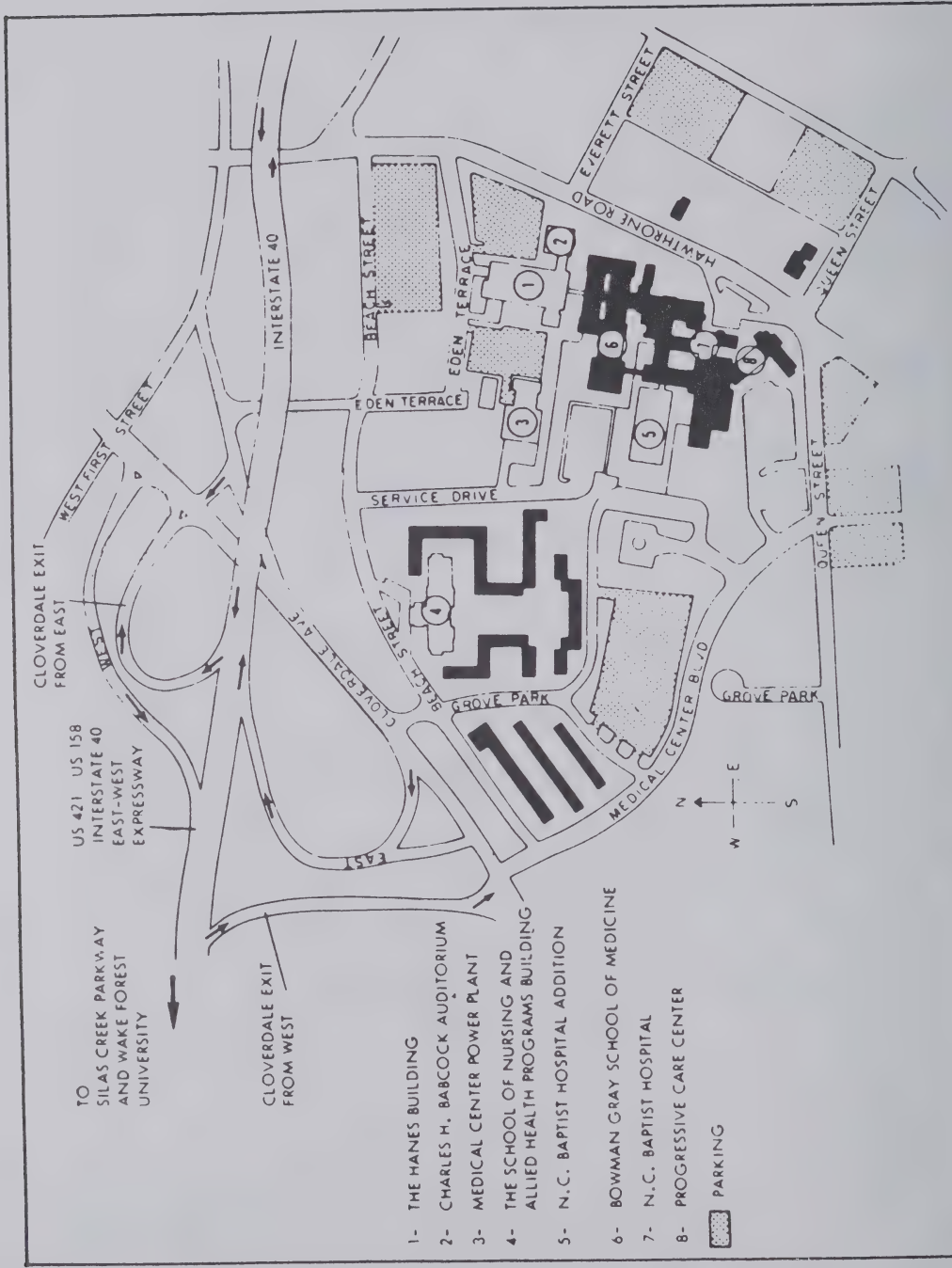
Clerical Processing  
COBOL Programming  
Microcomputing

Some programs of study may be available both day and evening. For specific information, contact the Admissions Office.



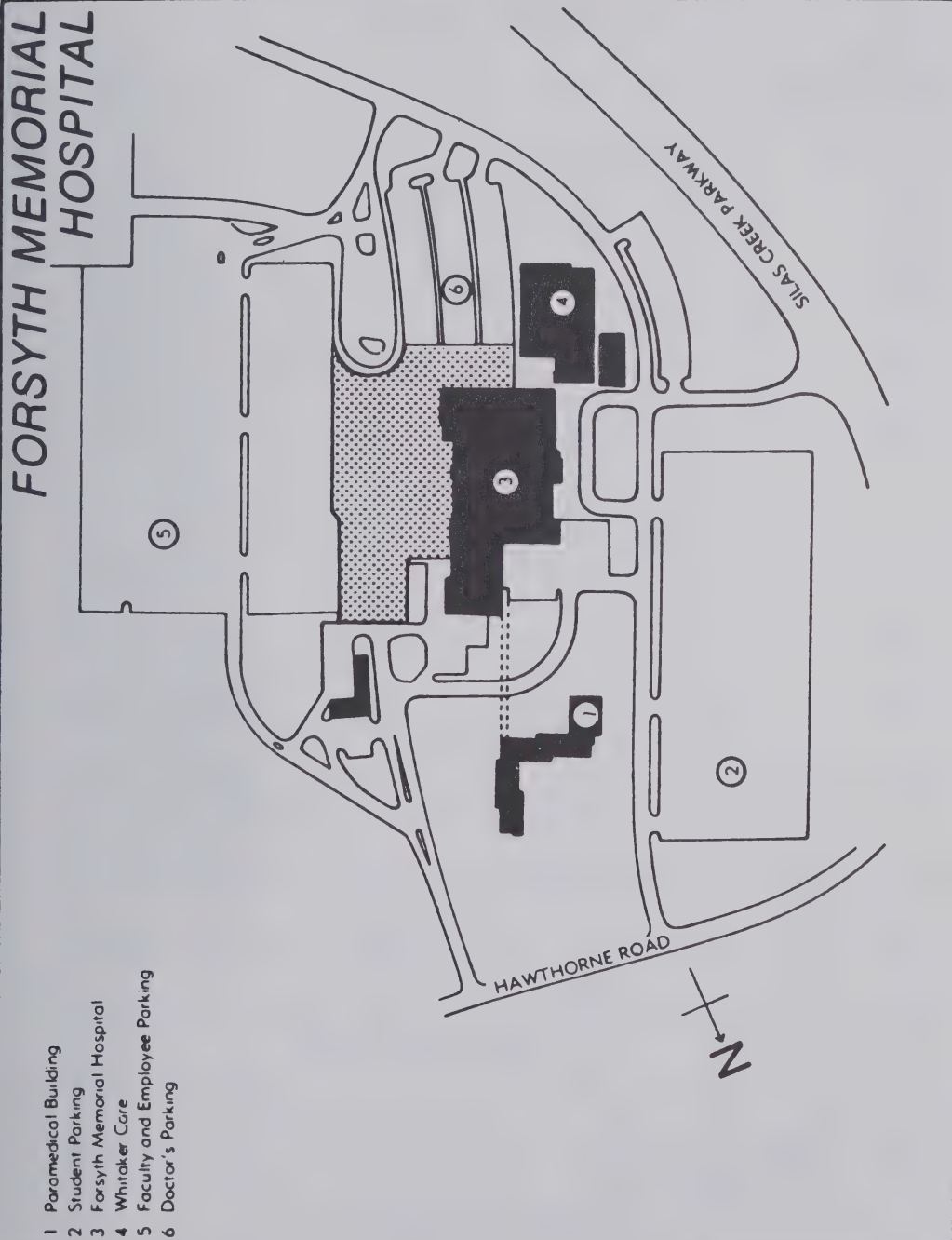


MEDICAL CENTER

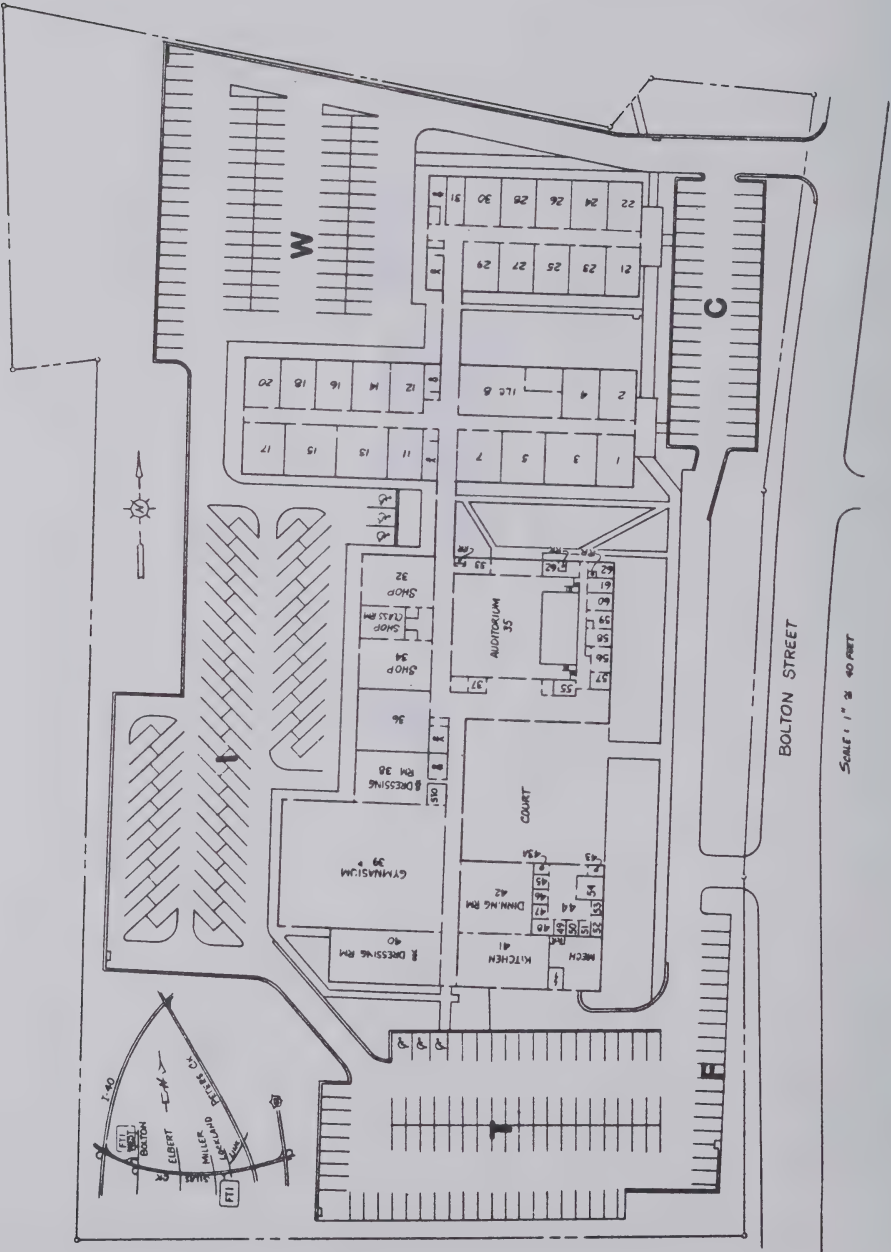




# FORSYTH MEMORIAL HOSPITAL



WEST CAMPUS





**PERSONNEL**

**BOARD OF TRUSTEES**

Chairman .....	Beaufort O. Bailey
Vice Chairman .....	Virgil L. McBride

**APPOINTED BY THE GOVERNOR**

L. Hackett French .....	1991
Western Electric (Retired)	
Brian C. Miller .....	1989
President, Miller Mechanical, Inc.	
Ned R. Smith .....	1989
Winston-Salem/Forsyth County Schools (Retired)	
Dr. Velma G. Watts .....	1987
Director, Office of Minority Affairs, Bowman Gray School of Medicine	

**APPOINTED BY THE COUNTY COMMISSIONERS**

Selvey J. Boyer .....	1991
Instructor, Parkland High School	
Frances D. Kiger .....	1989
Registered Nurse/Homemaker	
Clyde F. McSwain .....	1987
Printing Instructor, Winston-Salem/Forsyth County Schools (Retired)	
Dewitt E. Rhoades .....	1989
President, Facts Business Equipment, Inc.	

**APPOINTED BY THE WINSTON-SALEM/FORSYTH COUNTY  
BOARD OF EDUCATION**

Beaufort O. Bailey .....	1987
Media Director, Winston-Salem State University	
Dr. Charlie B. Hauser .....	1989
Legislator/Winston-Salem State University (Retired)	
Virgil L. McBride .....	1991
R.J. Reynolds Industries, Inc.	
Dr. H.P. Van Cleve .....	1989
Bowman Gray School of Medicine (Retired)	

**APPOINTED BY STUDENT GOVERNMENT ASSOCIATION**

SGA President .....	Nonvoting member
(Elected yearly)	

## ADMINISTRATIVE OFFICERS

Dr. Bob H. Greene .....	President
T. Glen Fleeman, Jr. ....	Executive Vice President
Charles P. Branch .....	Vice President, Business Affairs
James A. Rousseau .....	Vice President, Planning and Development
Larry V. Weaver .....	Administrative Assistant to the President

## OFFICE OF EXECUTIVE VICE PRESIDENT

T. Glenn Fleeman, Jr.

### Curriculum Programs

Dr. Harley P. Affeldt .....	Dean, Engineering Technologies Division
Marvin L. Allen .....	Dean, Business Technologies Division
Grace B. Corey .....	Dean, General Studies Division
Dr. James R. Winning .....	Dean, Health Technology Division

### Continuing Education Division

L.T. Williams .....	Dean, Continuing Education, Business and Industry Liaison
Dr. Velma A. Jackson .....	Associate Dean, Academic/ABE Extension
R. Shelton Jones .....	Associate Dean, Occupational Extension
J. Robert Murrell .....	Associate Dean, Avocational/Academic Extension
Frances W. Proctor .....	Associate Dean, Health Related Extension

### Student Services Division

Susan Q. Phelps .....	Dean, Student Services
Benjamin L. Howell .....	Director, Counseling
Charles R. King .....	Counselor
Colleen R. Richardson .....	Counselor
George McLendon .....	Director, Admissions and Career Guidance
Sandra W. Suggs .....	Admissions Counselor
Becki M. Weaver .....	Admissions Counselor
E. Lorraine Wood .....	Admissions Counselor
J. Bruce Shepherd .....	Director, Records and Recruitment

## OFFICE OF VICE PRESIDENT, BUSINESS AFFAIRS

Charles P. Branch

Joyce W. Keith .....	Director, Financial Services
Jerry D. Rogers .....	Director, Auxiliary and Physical Plant Services
William M. Bigham .....	Supervisor, Auxiliary Services
Lillie B. Clark .....	Supervisor, Janitorial Services
Robert L. Wallace .....	Supervisor, Maintenance
Diane L. Sims .....	Director, Student Financial Services



**OFFICE OF VICE PRESIDENT, PLANNING AND DEVELOPMENT**

James A. Rousseau

**Library**

Audrey B. Zablocki ..... Director, Library Services  
 Thomas F. Gordon ..... Reader Services Librarian  
 Brenda B. Bodsford ..... Audiovisual Technician  
 Polly C. King ..... Head, Library Technical Assistant  
 Jennifer Y. Springs ..... Library Technical Assistant

**Individualized Learning Center**

Susan R. Taylor ..... Director, Individualized Learning Center  
 Anne M. Teachey ..... Coordinator

**Student Placement and Activities**

James A. Shields ..... Director, Student Placement and Activities  
 Sheila Shields ..... Student Activities Facilitator

**Public Relations**

Jean R. Perkins ..... Coordinator, Public Relations

**OFFICE OF ADMINISTRATIVE ASSISTANT TO THE PRESIDENT**

Larry V. Weaver

Lester G. Brown ..... Director, Public Safety  
 Thomas P. Johnson ..... Public Safety Officer

## SERVICES LOCATOR

### Needs Concerning

Academic Problems  
 Academic Standing  
 Accidents  
 Adult High School  
 Alumni Affairs  
 Appealing Academic Suspension  
 Appealing Disciplinary Action  
 Auto Decal  
 Books and Supplies  
 Cafeteria  
 Canteen  
  
 Campus News  
 Changing Curriculum  
 Class Absences  
 Class Rings (Purchase)  
 Class Scheduling  
 Class Schedule  
 Evening Classes  
 Counseling  
 Credit Courses in ILC  
 Deans' Offices  
  
 Extension Courses  
 Evening Curriculum  
 Evening Director  
 Financial Aid  
 Graduation Intents/Review of Credits  
 Housing  
 Information  
 Injury or Illness  
  
 Job Placement  
 Library Research  
 Lost and Found  
 Out-of-State Tutoring  
 Tutoring Services  
  
 Paying Tuition and Fees  
 Personal Matters/Physical Handicaps  
 Pretechnical Courses  
 President's Office  
  
 Program Pin (Purchase)  
 Public Safety  
 Review and Remedial Work  
 Records, Student  
 SGA Office  
 Student Activities  
 Student Newspaper  
 Veterans' Affairs  
  
 Weekend Director  
 Withdrawal from School

### Position

Faculty Advisor or Counselor  
 Records Office  
 Public Safety Office  
 Supervisor, Adult High School  
 Joe Placement Office  
 Deans  
  
 Dean, Student Services  
 Cashier  
 Bookstore  
 Food Service  
 Food Service  
  
 Public Information  
 Counselor  
 Each Instructor  
 Bookstore  
 Advisor  
 Counselor  
  
 Counselors  
 Credit Course Coordinator  
 Business Technologies  
 Continuing Education  
 Engineering Technologies  
 General Studies  
 Health Technologies  
 Student Services  
 Cont. Ed. Office  
 Admissions Office  
 Administrative Asst.  
 Financial Aid Office  
 Records Office  
  
 Counseling Center  
 Student Services  
 Instructor/Counselor/Public Safety Office  
 Placement Director  
 Librarian  
 Public Safety  
 Admissions Office  
 Coordinator, Tutoring  
  
 Business Office  
 Counselor  
  
 Pretechnical Coordinator  
 President, Exec. Vice President  
  
 Bookstore  
 Public Safety Office  
 Learning Lab Coordinator  
 Records Office  
 SGA Officers  
 Student Activities Facilitator  
 Student Activities Facilitator  
 Director of Student Financial Services  
 Information  
 Counselor/Counseling Center

### Location\*

MC, AHB, FMH  
 MC — Parkway Bldg.  
 MC — Parkway Bldg.  
 WC — West Campus  
 MC — Ardmore Hall  
 MC, AHB  
  
 MC — Parkway Bldg.  
 MC — Ardmore Hall  
 MC — Snyder Hall  
 MC — Hauser Hall  
 MC — Snyder Hall, Hauser Hall, AHB, FMH, WC  
 MC — Ardmore Hall  
 MC, AHB, FMH  
  
 MC — Snyder Hall  
  
 MC — Parkway Bldg.  
  
 MC — Parkway Bldg.  
 MC — Ardmore Hall  
 MC — Hauser Hall  
 WC  
 MC — Winston Bldg.  
 MC — Snyder Hall  
 AHB  
 MC — Parkway Bldg.  
 WC  
 MC — Parkway Bldg.  
 MC — Ardmore Hall  
 MC — Parkway Bldg.  
 MC — Parkway Bldg.  
  
 MC — Parkway Bldg.  
 MC — Parkway Bldg.  
 MC — Parkway Bldg.  
 AHB, FMH  
 MC — Ardmore Hall  
 MC, AHB, FMH  
 MC — Parkway Bldg.  
 MC — Parkway Bldg.  
 MC — Ardmore Hall, ILC, AHB, FMH — Dept. Chair.  
 MC — Ardmore Hall  
 MC — Parkway Bldg.  
  
 MC — Hauser Hall  
 MC — Hauser Hall  
  
 MC — Snyder Hall  
 MC — Parkway Bldg., WC  
 MC — Ardmore Hall, WC — ILC  
 MC — Parkway Bldg.  
 MC — Hauser Hall  
 MC — Snyder Hall  
 MC — Snyder Hall  
 MC — Parkway Bldg.  
  
 MC — Parkway Bldg.  
 MC — Parkway Bldg.

\*MC — Math Campus  
 AHB — Allied Health Building

FMH — Forsyth Memorial Hospital  
 WC — West Campus





## **ACADEMICS**

### **ORIENTATION AND PREREGISTRATION FOR NEW STUDENTS**

All new students are required to participate in an orientation, preregistration session conducted by the counseling staff and faculty. The purpose of this session is to preregister the students and to acquaint the students with personnel, faculty, and student organization. The regulations, policies, and privileges of the College as set forth in the catalog and Student Handbook are discussed and interpreted. Specifics are presented on departmental rules and schedules for individual curriculums that entering students are required to be familiar with while enrolled at Forsyth Technical College.

### **PREREGISTRATION**

The preregistration period for continuing students is held during the latter part of each quarter. During this period, each continuing student is expected to meet with his/her advisor to determine his/her schedule of courses for the upcoming quarter. Any questions arising during this preregistration period concerning transfer credit for course(s) should be directed to the appropriate Admission Counselor. A preregistration period is conducted for new students that have been approved for admission. New student preregistration is held on specific dates prior to regular registration days. Prepayment of tuition and fees will be held on designated days prior to each quarter registration dates.

### **REGISTRATION**

The College operates on an 11-week quarter system. Students pursuing diploma or degree programs must register at the beginning of each quarter. All students are expected to register on specific dates listed in the calendar for the academic year.

Tuition and fees must be paid on the designated registration day.

### **LATE REGISTRATION**

Late registration can be completed during the drop/add period. The academic calendar will list the specific dates for the drop/add period. If payment for classes is not received by the close of business on the last day to add classes, enrollment for that quarter is forfeited. There is a \$5.00 late registration fee. Late registration is allowed if:

1. the class is not cancelled or closed;
2. the student has the consent of his/her advisor and has met admission and prerequisite requirements.
3. the student pays the \$5.00 late registration fee in full at the time of late registration, unless he/she registers late at the request of the College.

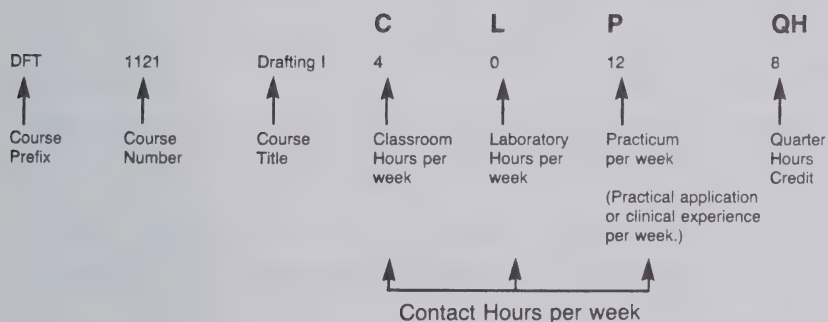
## COURSE NUMBERING SYSTEM

Courses are numbered in accordance with the system approved by the North Carolina Department of Community Colleges.

1. Each course is designated by a three-letter prefix indicating the general subject area.
2. A number indicating a specific course within an area follows the letter prefix according to the following rules:
 

a. Pretechnical courses	0001-0099
b. Technical courses	0100-0299
c. Vocational courses	1000-1099
d. Adult Continuing Education courses beyond high school	2000-3099

### Sample Course Listing



## GRADING SYSTEM

The following grading system is generally used by Forsyth Technical College:

No. Grade	Letter Equivalent	Description	Quality Points Per Quarter Hour
94-100	A	Excellent	4
86-93	B	Good	3
78-85	C	Fair	2
70-77	D	Passing	1
Below 70	F	Failing	0
Withdrawal	W		
Passing	WP		
Failing	WF		
Incomplete	Inc		
Audit	Y		

The letter equivalent system is used for recording and reporting grades.

## **W — Withdrawal**

A Withdrawal is the grade given to a student who officially withdraws from a course through the 18th class day of a quarter.

### **WP — Withdrawal Passing**

Withdrawal is the grade given to the student who at any time after the 18th class day of the quarter withdraws from a course with a passing grade.

### **WF — Withdrawal Failing**

Withdrawal Failing is the grade given the student who at any time after the 18th class day of the quarter withdraws from a course with a failing grade. A “WF” is computed in the grade point average equivalent to a grade of “F”.

### **Withdrawals (WP, WF)**

A student may not withdraw from a class after the 50th class day of the quarter without permission of the instructor.

### **How to Withdraw Officially**

Every student who is considering withdrawing from a class or from school should contact the instructor or Counseling Center to discuss the decision to withdraw.

#### **1. Withdrawal from a Class**

It is the student's responsibility to notify the instructor or counseling center in person or in writing of the decision to withdraw and complete form 500 A-One Class Drop Form. The last day of class attendance will be the date reported to the Records Office.

#### **2. Total Withdrawal from School**

A student who must withdraw from school prior to graduation, either permanently or temporarily, should make an official withdrawal. The student must notify the Counseling Center either in person or in writing and complete forms 500 B-Multiple Class Drop Form and 500 C-Withdrawal Information Sheet. This information is necessary to assure that the student's status at the time of withdrawal is clearly identified in order to expedite reentry, transfer of credit to another institution, or to provide potential employers with accurate education information. Veterans and Financial Aid recipients must notify the Office of Student Financial Services. The last day of class attendance will be the date reported to the Records Office. When a student fails to notify the Counseling Center they are subject to receive a failing grade from their instructor.

## **I — Incomplete**

The grade of incomplete is given only if a student has a valid reason for failure to complete the work on schedule. Illness, absence on company business, or other



circumstances beyond the student's control are considered valid reasons for noncompletion of work. The student must have advised his/her instructor of the circumstance prior to the end of the quarter and have been granted an incomplete grade. The instructor must have specified the work to be made up in order to remove the Incomplete and a date within the following quarter by which the work must be completed. If the conditions necessary to remove the Incomplete will require additional hours of instruction, the student must reregister for the course. If, on the other hand, the student needs only to complete work without instructional supervision, this must be completed no later than the following quarter or the course must be repeated.

Any student who receives an Incomplete on a course that is a prerequisite for another course must make up the incomplete work by the end of the drop/add period if he/she is registered for the next succeeding course. Should the student fail to remove the Incomplete by the end of the drop/add period, he/she must drop the course which is dependent on the prerequisite.

If the Incomplete is not removed by the end of the quarter immediately following the quarter it was granted, it will remain permanently recorded.

## **Y — Audit**

Any audit of courses must have the prior approval of the appropriate division dean. The Audit Request is available in the Records Office or from the appropriate division dean. It must be submitted to the Records Office for process before the end of the drop/add period.

Students auditing courses are not required to take examinations or hand in written work but may do so if they wish. No grade or credit toward a degree or diploma is given. Audit may not be changed to credit, or credit to audit, after the last day of drop/add. Normal attendance policies will apply.

## **HONORS AND HIGH HONORS LISTS**

Soon after the end of each quarter, in order to honor students who have earned outstanding scholastic records, the College identifies those students for the honors and high honors lists. In order to be named to the honors list, a student must take a minimum of 12 quarter hours of credit work and earn at least a 3.00 GPA, but less than 3.50 GPA. In order to be named to the high honors list, a student must take a minimum of 12 quarter hours of credit work and earn at least a 3.50 GPA.

## **ACADEMIC REGULATIONS ACADEMIC STANDING**

To be in good academic standing, a beginning student must have earned a grade point average of 2.00 by the end of the first quarter, and a cumulative grade point average (GPA) of 2.00 must be maintained thereafter.

A student who does not earn the required grade point average in any quarter will be placed on academic probation for the following quarter.

A student will automatically be removed from probation when he/she earns the required cumulative GPA.

A student on academic probation who does not earn the required grade point average in the next quarter may be required to register for a reduced load, or he/she may be required to withdraw from the program. The student may be directed to a more suitable curriculum.

Students in some curriculums may have special grade progression policies. These policies will be given to the student at the beginning of course study. Students who do not meet the requirements of these policies will be dropped from the curriculum.

Each student enrolled in the College is expected to be aware of his/her academic status at all times and to be responsible for knowing he/she has failed to meet the requirements for continuing in school. Instructors, faculty advisors, and counselors in the Office of Student Services are available for conferences, but it is the responsibility of the student to seek extra help if it is needed.

At the end of each quarter, each departmental Academic Review Committee meets to review students' academic standing. If a student's standing is changed in any way, other than removal from probation, the student will be notified in writing by the respective division dean.

### **ACADEMIC APPEAL**

When a student wishes to appeal the decision of the departmental Academic Review Committee, he/she must appeal in writing to the appropriate division dean within 24 hours after the date of receipt of grades.

The Dean will convene the division Academic Appeal Committee which will hear the appeal and make a recommendation to the Dean. The Dean will make the final decision and notify the student, the department chairperson, and the advisor in writing.

### **COURSE REPEAT RULE**

The last grade earned on a repeat course, whether "F" or higher, will be the grade computed for GPA. Withdrawal grades ("W", "WP", or "WF") will not be considered as repeat grades.

If a student fails any course in his/her trade or technical curriculum, he/she must repeat the course until a passing grade is received; otherwise, he cannot receive the State Vocational Diploma or the Associate of Applied Science Degree. The student is responsible for scheduling makeup courses required for graduation.

If a student fails one of the courses in the major subject area, he/she may be referred to the Office of Student Services for counseling.

### **GRADE REPORTS AND TRANSCRIPTS**

Shortly after the end of each quarter, student grade reports are available to students in the Records Office.

Transcripts of the student's records cannot be sent to other schools, prospective employers, or to the student himself, unless an official written request is made by the student to the Records Office.

Grade reports and transcripts are withheld until all student obligations to the College have been met.

## ADVISOR/ADVISEE PROGRAM

Because problems of communication often impersonalize student-faculty relationships, Forsyth Technical College has an advisor-advisee program, which is designed to provide a more personal atmosphere for the student and to increase communication between students and faculty. Each student at Forsyth Technical College is assigned an advisor from his/her own curriculum. Through periodic conferences between the student and advisor, it is hoped that the student will be better able to choose his/her academic program from quarter to quarter and that potential problems can be solved.

Each advisor will post regular office hours so the student can arrange conferences to discuss or explore any problem or condition. The advisor will assist the student during preregistration and registration. Students are not allowed to register without proper advising.

Each student is assured that all discussions are confidential. When necessary, he/she may be referred to the Counseling Center.

Special credit students are advised by the counselors in the Counseling Center.

## ATTENDANCE

Students are expected to attend all class, laboratory, shop, practicum, and clinical experience sessions. Students have the full responsibility for accounting to their instructors for any absence and should report to their instructors as soon as possible to determine if and when work may be made up.

Students are expected to report for class, laboratory, shop, practicum, and clinical experience on time. Habitual tardiness may, at the discretion of the instructor, be considered in computing attendance.

A student must satisfy his/her instructor that he/she should be permitted to remain in a course and attend classes after incurring absences in excess of the following:

- a) three (3) hours of class
- b) two (2) practicum (shop, laboratory, or clinical experience) sessions which meet for two (2) or more hours
- c) two (2) hours of class and one (1) practicum (shop, laboratory, or clinical experience) session which meets for two (2) or more hours

When a student is absent from a class and a practicum (shop, laboratory, clinical experience) session which meet consecutively, each session missed will be counted as an absence.

Students will be informed in writing no later than the second class meeting when a course requires any special attendance rules different from those listed in the above paragraphs. These special attendance rules **must** be on file in the office of the appropriate dean.

Class attendance is calculated from the first officially scheduled class meeting which includes the drop/add period through the last scheduled meeting.

No passing grade will be issued for a course if, for whatever reason, a student has been absent 25 percent of the total possible class time per course per quarter.



## **CLINICAL EXPERIENCE IN HEALTH PROGRAMS**

1. Clinical hours in any of the health curriculums may be scheduled during any part of the 24-hour day, seven days a week.
2. Students will be informed in writing no later than the second class meeting when a clinical course requires any special attendance requirements.
3. In order to pass clinical courses, the students must pass all critical requirements for the course.
4. Required program uniforms must fit neatly in order for the student to meet the dress code of both the College and the clinical facilities.
5. There are certain areas (i.e. operation room obstetrics, isolation rooms) in the hospitals that require special hospital garments. Any student who is unable to wear and be covered by these garments will not be allowed to go into that clinical area.
6. Failure to meet any dress requirements may jeopardize the student's ability to continue in a program.

## **STUDENT CLASSIFICATION**

- Full time: A student who is enrolled in 12 or more quarter hours of course work.  
Part time: A student who is enrolled in fewer than 12 quarter hours of work.  
Special: A student who is enrolled in credit courses but who is not working toward a degree or diploma. A special student must meet the regular admissions criteria. (See Special Credit Policy.)  
Audit: A student who is enrolled in regular course work but who is not receiving credit for work undertaken.  
Freshman: Any student who has earned fewer than 45 credit hours.  
Sophomore: Any student who has earned 45 credit hours or more.

## **PRE-TECHNICAL PROGRAM**

The Pre-Technical program provides a student with an opportunity to build academic skills and acquire the background which should facilitate entrance into his/her desired curriculum program.

For an applicant to a degree program who, on the basis of test results and past performance, does not qualify for immediate admission to his/her chosen program of study, non-credit development course work is available and may be required as a condition of admission to the program.

A student may then transfer into his/her curriculum program when the criteria have been met and pre-technical and selected curriculum courses have been completed. All credit courses within the student's chosen curriculum will then be applied toward graduation.

Some developmental courses are also open to students who wish to take them for personal benefit.

## **SPECIAL CREDIT POLICY**

A special credit student is one who is taking one or more curriculum credit courses but who is not enrolled in a specific curriculum. Special credit students are permitted to register for some credit courses without having to be admitted as a regular curriculum student, provided prerequisite requirements have been met and that such registration does not preempt students enrolled in a degree, diploma, or certificate program. Some credit courses will not be available to special credit students without prior instructional division approval.

For admission to Forsyth Technical College, a special credit student needs to complete the student application and be at least a high school graduate. All special credit students are required to take the Comparative Guidance and Placement Test and furnish an official transcript, unless waived by the Admissions Office. Special credit students must submit an updated application and meet regular admission requirements if they desire to be approved or reclassified as a curriculum student. Satisfactory completion of courses as a special credit student does not guarantee admission to a regular curriculum program.

When a student reaches 30 credit hours, he/she will be advised to seek admission into a curriculum program, but there are no limitations on the number of credit hours earned by a special credit student. All credit hours will be evaluated for application to curriculum admission when and if the special credit student applies.

Generally, students are approved for special credit status in the following circumstances.

1. The student desires to take some relevant credit courses prior to his/her being able to start a specific curriculum. The student may desire to complete these courses before entering that curriculum in order to reduce course load once in the program and thus improve chances for success.
2. The student desires to take specific courses, but his/her educational goals do not include pursuing and completing a curriculum at Forsyth Technical College.
3. The student who has been denied admission into a specific curriculum that has already reached its quota at the time of his/her application but wishes to complete the related courses may also be considered a special credit student.

All general school policies, rules, and Code of Conduct apply to special credit students. Special credit students are not eligible for any form of financial aid through the College.

Those students who are determined to be in the Pre-Technical program based on CGP test scores are not eligible to be considered as special credit students.

## **READMISSIONS**

Students who have withdrawn in good academic standing should contact the Admissions Office to update their application. If the application for readmission is for a different curriculum, standard admission requirements for new students will apply.

Students who have withdrawn while on academic probation or who have been suspended for academic deficiencies must reapply through the Admissions Office. Approval for readmission for the same curriculum or an alternate selection will be based on the applicant's ability and aptitude, the time elapsed since withdrawing, recommendations of the Academic Review Committee, and the applicant's career objectives. Students granted readmission may have course load restrictions, specific grade requirements, and/or required counseling sessions in order to remain enrolled in the curriculum. When good academic standing has been reestablished, the restriction(s) will be removed.

There are specific additional guidelines for reentry into some of the health programs such as Associate Degree Nursing and Practical Nurse Education. These guidelines may be obtained from the Office of Student Services.

Former students who reapply for admission may be asked to supply the Admissions Office with transcripts and test scores.

Students who have been suspended for disciplinary reasons cannot be readmitted without submitting a request for approval from the Dean of Student Services.

## **GUIDELINES FOR INDEPENDENT STUDY**

Independent study provides an alternate means for a student to earn credit for certain required courses. It should be used only when it has been determined that it would create an unreasonable hardship for the student to wait for the course to be available. Guidelines to be used are as follows:

1. To be considered for independent study, the student must file an independent study request form with his/her advisor who will review the request and forward it with suggestions to the division dean for final action. The form should be completed during preregistration, and the student must register for the course during the regular registration period.
2. Acceptable reasons for allowing a student to take an independent study are: (1) one-time course sequencing difficulties, (2) scheduling problems that were no fault of the student, (3) needing the course for graduation at the end of the quarter.
3. A student will not be approved for independent study if his/her cumulative GPA is less than 2.00 or if he/she has failed or withdrawn failing from the course in question.
4. A student will not be allowed to take more than two courses as independent study during the entire time in a curriculum. Exceptions require special approval from the division dean.
5. All independent studies must be taught by a full-time instructor.



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## PROFICIENCY EXAMS

A student who has been approved for admission or a student already enrolled in a program of study may present a request to take the proficiency exam for a course. The student must submit the request in writing prior to enrolling in the course or no later than the tenth class day of the quarter after initial enrollment in the course. A student who withdraws from a course after the tenth day and has not formally submitted a written request cannot earn credit by proficiency exam. A student may take a proficiency exam for a given course only once in a twelve (12) month period. A \$10.00 nonrefundable charge is assessed for each proficiency examination. Information on how to apply for a proficiency examination can be obtained from the office of the appropriate division dean and the Counseling Center.

## TRANSFER STUDENTS

Applicants who have attended other institutions of higher learning may transfer credits in courses comparable in content, objective, quality, and credit hours to those offered at Forsyth Technical College. Direct transfer of credits may be granted if the student is transferring from an institution that is regionally accredited or is a member of the North Carolina Community College System. Provisional transfer credit may be granted if the student is transferring from an institution that is not regionally accredited or is not a member of the North Carolina Community College System but is recognized by the Council on Post Secondary Education (see "Provisional Transfer Credit" section).

No grade lower than a "C" may be transferred from other institutions. Courses taken on "Pass/Fail" basis will be considered only after receiving information on requirements necessary to receive a "Pass" grade. All final transcripts for transfer work should be received at least two weeks before enrollment. Determination of transfer credit for questionable courses will be made by the Director of Admissions and Career Guidance after consultation with appropriate departmental chairpersons. A written evaluation will be sent to the student.

Credits transferred from other schools will be reflected on students' transcripts as hours earned and will not be used in the computation of grade point averages. When a student transfers between curriculums within Forsyth Technical College, credits attempted, including grades, hours earned, and quality points, will be forwarded to any curriculum where the courses are identical. A student's initial cumulative grade point average in a new curriculum will be computed from the credits forwarded to that curriculum. For courses that are not identical but comparable, credit will be granted in the same manner as courses transferred from another institution. Such courses will not be used in computing grade point average; only hours earned will be transferred.

Many courses with a technical or skill content have time limitations on the acceptance of transfer credit. This include credits earned at other institutions and/or credits earned at Forsyth Technical College. Generally, courses in this classification taken more than five years before entry into the College cannot be considered for transfer purposes. A complete list of these courses and the specific time limitations are maintained by the Admissions Office. In such instances, students may challenge out-of-date courses by proficiency examinations when appropriate and available.

Inquiries concerning transfer credits granted must be made to the Admissions Counselors during the student's first quarter of enrollment. If the student is not satisfied with the transfer credit as granted, requests should be made in writing to the Director of Admissions and Career Guidance who will confer with the appropriate Divisional Dean. After deliberation between the Divisional Dean and the Director of Admissions and Career Guidance, the student will be notified as to the final decision on transfer credit to be granted.

### **PROVISIONAL TRANSFER CREDIT**

Students transferring from an institution not regionally accredited but recognized by the Council on Post-Secondary Accreditation (COPA) may be granted provisional transfer credit under the guidelines and procedures as set forth by the Office of Student Services and approved by the President.

1. Any applicant from institutions that are not regionally accredited or that are not members of the North Carolina Department of Community Colleges must meet all the requirements for admission as an entering student in the specific curriculum.
2. Upon receipt of an official final college transcript, credit will be determined according to FTC curriculum guidelines, and the student will be notified of courses provisionally accepted toward graduation. Grades lower than a "C" will not be considered for transfer. Courses completed on a "pass/fail" basis can be considered only upon receipt of information on requirements necessary to receive a pass grade.
3. Student must satisfactorily complete 24 quarter hours of credit academic work at FTC before provisional transfer credit is officially accepted and recorded on FTC transcript. The term "satisfactory" means the student has a minimum 2.00 cumulative grade point average in FTC course work and meets any other academic requirements necessary to continue in the specific curriculum at the College.
4. It will be the responsibility of the student to request that provisional transfer credit be officially accepted after the minimum quarter-hours-in-residence have been met. The request should be made to the Director of Student Records and Registration.
5. Between initial enrollment and acceptance of transfer credit, students must complete prerequisite courses at Forsyth Technical College.

NOTE: In some technical or skill-level courses proficiency examinations (when appropriate and available) might still be necessary to determine proper academic placement.

### **TRANSFER OR EARNED CREDIT BETWEEN FTC PROGRAMS**

Credits earned in any FTC two-year program may be credited toward a degree or diploma program upon evaluation and acceptance by the Director of Admissions and Career Guidance. Credits earned in a diploma program are not acceptable for transfer to an associate degree program but may be credited toward a second diploma major.

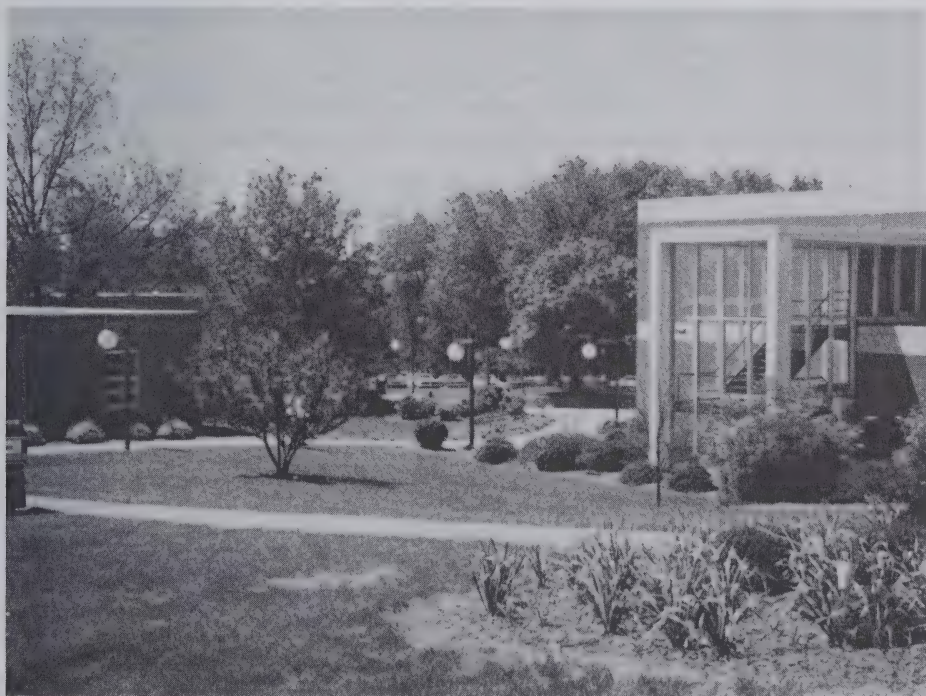
## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

The family Educational Rights and Privacy Act of 1974 provides many safeguards regarding the confidentiality of and access to student records.

1. Students may review their educational records by making a written request to the Director of Student Records and Registration.
2. Student records will not be reviewed by "third parties" unless permission is obtained in writing from the student. Exceptions may be made for teachers and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the students as dependents and for credentialing, auditing, or accrediting organizations. The Dean of Student Services will make the final decision concerning access to records.
3. Official transcripts will be issued only when a written request is received from the student.
4. Forsyth Technical College does not publish or distribute directory information or any personally identifiable information.
5. Authorities with court orders are permitted to review records in the presence of Student Services staff.

## **SEALED RECORDS**

A student's records may be sealed from the student's review and closed for purposes of readmission and grade posting due to financial debt to the school or litigation involving the student and the school. Inquiries regarding sealed records should be directed to the Dean of Student Services. Transcripts will not be issued as long as the file remains closed.





# TUITION AND FEES

## TUITION

The College receives funds from local, state, and federal sources. Tuition charges are set by the State Board of Community Colleges and are subject to change without notice.

Tuition:

12 quarter hours or more .....	\$51.00 per quarter
Less than 12 quarter hours .....	\$4.25 per quarter hour
Late registration fee .....	\$5.00

No tuition is charged for noncredit classes in the Continuing Education Division. However, registration fees of \$8.00 to \$20.00 may be charged. No tuition or fee is charged for Adult Basic Education courses. Normal tuition rates will apply if courses are taken in the ILC for curriculum credit. No tuition is charged for individuals age 65 and over. Instructional materials fees and supply fees are set to meet instructional needs in certain types of classes. Many Business classes carry a \$10.00 supply fee.

Summer sessions and audit fees are charged at the same rate as those shown above.

## OUT OF STATE RESIDENCY

A student who is not a legal resident of North Carolina must pay non-resident tuition. A person is not deemed eligible for the resident rate of tuition unless he has established and maintained his legal residence in North Carolina for at least twelve months prior to enrollment. Currently, out-of-state tuition is \$21.25 per quarter hour or \$255.00 per quarter for a full-time student. Residence for tuition purposes is determined at the time of admission and approval.

Students who are in doubt as to their status as a resident should request clarification by consulting the Office of Student Services before registration. Students may appeal their residence for tuition status to the Dean of Student Services.

# TUITION AND FEES

## STUDENT ACTIVITY FEE

It is the policy of this College that a student activity fee be charged. The activity fee for curriculum students will be collected during each quarter's registration according to the following schedule:

12 or more credit hours .....	\$5.00
6 to 11 credit hours .....	\$4.00
less than 6 credit hours .....	\$1.00

Each student becomes a member of Forsyth Tech's Student Government Association when they pay their student activity fee. The term "activity fee" may be misleading because the fee is used for more than just providing activities. Below is a list of expenses covered by the student activity fee.

- 1.) **Student Identification Cards** are made and validated each quarter during registration. ID's may be used to check books out of the school's library, to admit students to SGA functions, and to check out equipment to use in the West Campus gymnasium. Student ID's may also be used to receive student discounts at many local businesses and entertainment events.
- 2.) **Graduation Expenses** are partially covered by funds from the student activity fee. It costs Forsyth Tech over \$22.00 per student to hold a graduation ceremony. Currently, FTC students pay a graduation fee of only \$10.00.
- 3.) **The REPORTER**, Forsyth Tech's student newspaper, is published quarterly by a staff of students and is funded through the student activity fee budget.
- 4.) **Student Activities and Entertainment** such as cookouts, Christmas Dances, and end-of-the-year spring flings are free to students and paid for out of student activity fee funds.
- 5.) **Athletic Involvement** is provided for Forsyth Tech students by participation in Winston-Salem city league sports such as basketball and softball. Sporting equipment as well as registration fees are paid for out of the student activity fee budget.
- 6.) **All Student Government Association Expenses** are paid for out of student activity fee funds. Expenses include a portion of the Student Activities Facilitator's salary, supplies and materials for use in the SGA Office, and all SGA printing expenses.
- 7.) **Attendance at SGA Conferences** is a major expense of the SGA. Forsyth Tech is a member of the North Carolina Comprehensive Community College (N4C) Student Government Association. The N4CSGA offers three conferences each year, these conferences offer workshops and seminars to better prepare students to lead the SGAs on their campuses.

The expenses listed above constitute the major uses of the student activity fee each student pays. For more details about the budget or to become involved in any of the activities listed above, contact Sheila Shields, Student Activities Facilitator, in Snyder Hall, Room 6146.

## BOOKS AND SUPPLIES

Textbooks and supplies are not furnished by the College but are the responsibility of the student and may be purchased at the College bookstore. The cost of books and supplies varies from program to program and from quarter to quarter.

## UNIFORMS

Uniforms and other special wearing apparel shall be paid for by the students.

The initial cost of uniforms and special equipment for students in the various health programs ranges to approximately \$200.00 depending upon the program.

The cost of uniforms and equipment is estimated and subject to change. Students should inquire for details during admission interviews.

## OTHER FEES

No laboratory, breakage, or property damage fees will be charged to students. However, in case of breakage or damage due to gross negligence or maliciousness, a student will be expected to reimburse the College. Academic credit and official transcripts may be withheld until proper payment is made.

## GRADUATION FEE

There is a \$10.00 graduation fee. See graduation requirements for details.

## LIABILITY INSURANCE FOR HEALTH STUDENTS

All health students must purchase liability insurance before they will be permitted to enter the hospitals for clinical practice. The cost of the insurance may range from \$13.00 upward depending on the insurance carrier and must be purchased at the beginning of the fall quarter or the quarter a student enters or reenters a health program.

## TUITION REFUNDS/HOLDS

Tuition is not refundable. Exception will be considered where the cause of withdrawal is completely beyond the student's control, such as serious illness, death in family, and job transfer. In such cases, two-thirds of the tuition paid may be refunded only if the student withdraws and submits a request within ten calendar days after the first day of classes. If a student withdraws from a course or courses, but remains enrolled in the College, he will receive no refund for the course dropped unless the College is at fault in causing the withdrawal/drop. Refunds of five dollars or less will not be made except for classes cancelled by the College.

A student who must withdraw may submit a request that his tuition be held. A request for a tuition hold will be considered when the cause is completely beyond the student's control. If the request is granted, the tuition will be credited to his account so that it may be applied toward costs for any one of the following four quarters.

Fees other than tuition cannot be refunded or held for later quarters. Statements from employees or doctors may be required before requests for refunds or holds are processed. A tuition hold may not be converted to a tuition refund or a refund to a hold after review by the Dean of Student Services and Vice President of Business Affairs. Refund/Hold Forms are available in the Counseling Center and Records Office.

## Student Financial Responsibility

The Business Office recommends the use of cash, certified checks, or cashier's checks. Personal checks will be accepted only with a pictured, numbered ID (usually a valid driver's license). Third-party, out-of-county, and business checks may not be accepted and out-of-state checks will **not** be accepted.

Personal checks may be written to pay for tuition and fees. However, if the check is returned for **any** reason, there will be a service charge of \$10.00 for each check written. Any student who does not have money for tuition and fees, or have on file in the Business Office a written authorization from a sponsoring agency **will not** be allowed to register.



# STUDENT FINANCIAL SERVICES

Financial aid provides financial assistance to students who would otherwise be unable to continue their education. The financial need of a student is determined by the resources available to the student in relation to educational expenses.

Students applying for financial aid should complete and mail the American College Testing Program Family Financial Statement (F.F.S.) to the appropriate address. This form should be completed no later than May 1 preceding the academic year for which aid is requested. As financial aid awards are for only one academic year, students must reapply each year. Requests after May 1 will be processed as long as funds are available.

To be eligible for financial assistance, a student must be enrolled or accepted for enrollment and demonstrate a need for financial aid. Financial assistance is available in a variety of forms to help students who are eligible. Scholarships, loans, grants and workstudy may be used singly or in combination to meet a student's total need.

Financial aid brochures containing more detailed information are available in the Office of Student Financial Services.

## SATISFACTORY ACADEMIC PROGRESS STANDARDS TO MAINTAIN FINANCIAL AID ELIGIBILITY

### I. Introduction

Federal and state regulations require that students receiving financial aid must maintain satisfactory academic progress. Forsyth Technical College makes these standards applicable to all federal, state and institutionally awarded financial aid funds in order to maintain a consistent policy for all students receiving assistance.

### II. Procedures

For financial aid purposes, satisfactory progress is measured two ways, quarterly and yearly. The procedures for both measurements are as follows:

#### A. Quarterly Evaluation

Students receiving financial assistance at Forsyth Technical College must maintain satisfactory progress in their course of study as set forth by the College. To be in good academic standing, a beginning student must have earned a grade point average of 2.0 by the end of the first quarter, and a cumulative grade point average (G.P.A.) of 2.0 must be maintained thereafter. A student failing to attain the required grade point average in any quarter will be placed on financial aid probation. A student in this category may receive financial aid for the up-coming quarter but must complete that quarter with a cumulative grade point average of 2.0 or must have **completed a full-time course load** (12 quarter hours) during the probation quarter with a 2.0 **quarterly** average.

If a student placed on financial aid probation does not earn the required grade point average, he/she is considered to be making unsatisfactory progress and is placed on financial aid suspension. Financial suspension means the termination of all aid.

Financial aid may be reinstated when a student’s work has improved so that the student meets the required 2.0 **cumulative grade point average**. He/she will automatically be removed from suspension.

NOTE: Remedial non-credit course work is averaged in with credit hours to determine cumulative point averages.

**B. Yearly Evaluation**

Satisfactory progress will be measured once a year in order to determine that a student has completed the required amount of credit work towards their degree. Below are the progress requirements:

		Minimum Number of Credit Hours Required
Length of Program	end of:	
Technical Programs	4 quarters	12
	8 quarters	36
	12 quarters	72
	16 quarters	103-146
Vocational Programs	4 quarters	20
	8 quarters	65-82

Students who have not satisfactorily completed the required number of credit hours at the end of each year will have their financial assistance terminated. If verifiable mitigating circumstances have caused a student not to meet this requirement they have the opportunity to appeal (See Appeals Procedure).

Please note the following items which can affect your yearly progression requirement:

**1. Remedial Course Work**

Students required to take remedial courses will be paid for the courses which are required for their curriculum. Although non-credit grades are averaged in with credit work for the quarterly evaluations, they do not count towards the yearly evaluation. Students must still complete 12 credit hours by the end of 4 quarters to continue eligibility for financial aid.

**2. Incomplete Grades**

Students who receive an incomplete grade must remove it by the end of the next quarter. Incompletes that are not removed do not count towards graduation and could cause a student to not meet the minimum credit requirements.

**3. Withdrawals**

Withdrawals from school after officially registering for classes will count towards total quarters attempted for yearly progress evaluation.

**4. Repetition of Courses**

When students receive incomplete grades or unacceptable grades, they are allowed to repeat courses as required by their advisor. However, students should be aware that while repeated courses count toward graduation requirements, they could cause a student not to meet the yearly satisfactory progression requirements.

### **III. Appeals Procedure for Financial Aid Termination**

In order to appeal Financial Aid termination, a student must be able to document mitigating circumstances. The procedure for appeal is as follows:

1. A student must indicate in writing to the Director of Student Financial Services the reason why they did not meet the yearly satisfactory progress requirement and why financial aid should not be terminated. Documentation to support the appeal is required.
2. The Director of Student Financial Services will review the appeal to determine whether or not termination of aid is justified and the student will be advised in writing.
3. A student who wishes to appeal the decision of the Director of Student Financial Services may request a committee hearing. The Director of Student Financial Services will arrange an appointment for the student with the Financial Aid Advisory Committee for final determination.

### **IV. Time Limitation**

A student will be eligible to receive financial aid at Forsyth Technical College for a maximum of 16 quarters. Any quarter in which a student registers will be counted, regardless of the student's academic financial aid status. At the end of 16 quarters all financial aid will be discontinued.

## **GRANTS**

### **PELL Grants**

The PELL Grant program is a Federal Aid Program designed to provide financial assistance to those who need it to attend post-high school educational institutions. The one-year awards normally range between \$200 and \$1,350. Students may apply by completing the ACT Family Financial Statement or the Application for Federal Student Aid. Applications may be obtained at the Office of Student Financial Services. Student should allow six weeks for processing.

### **Supplemental Educational Opportunity Grant**

The Supplemental Educational Opportunity Grant (SEOG) is funded by the federal government and is for students of exceptional financial need who, without a grant, would be unable to continue their education.

### **North Carolina Student Incentive Grant**

The North Carolina Student Incentive Grant (NCSIG) is designed for students of exceptional financial need who are North Carolina residents. Students applying for the NCSIG must do so before March 15.



## **COLLEGE WORKSTUDY**

Workstudy is a federally supported program through which students, primarily from low income families, are given preference for part-time employment (up to 20 hours per week). Students must be enrolled at least halftime to apply for workstudy and maintain satisfactory academic progress.

## **LOANS**

The Office of Student Financial Services maintains a file of sources of financial aid for students. Loans at a low rate of interest are available through the following agencies:

North Carolina Insured Student Loan Program

North Carolina Student Loan Program for Health, Science, and Mathematics

Sloan S. Sherrill Nursing Loan Fund

Taylor Student Nurse Loan\*

Winston-Salem Foundation\*

Winston-Salem Hospitals Consortium Nursing Student Loan Fund

\*Available to Forsyth County residents only.

### **North Carolina Insured Student Loan Program**

Legal residents of North Carolina, who have been accepted for enrollment or are enrolled in good standing and maintain satisfactory progress, may borrow up to \$2,500 or one-half the estimated cost of education per year through College Foundation, Inc. Loans are insured by the State Education Assistance Authority and the United States Office of Education pays the 8 percent interest during the in-school and grace periods. Application must be made through the College's Office of Student Financial Services.

### **Sloan S. Sherrill Nursing Loan Fund**

The Sherrill Nursing Loan is an interest-free loan made through Forsyth Technical College for second-year Associate Degree Nursing students. For more information and applications, students should contact the Office of Student Financial Services by May preceding the academic year for which a loan is requested.

### **Winston-Salem Hospitals Consortium Nursing Student Loan Fund**

Associate Degree Nursing students entering their third quarter may apply for a \$1,500 nursing loan. The loan is repaid by service in one of the four hospitals in Winston-Salem. Interested students should contact the Office of Student Financial Services.

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## SCHOLARSHIPS

Students are encouraged to contact the Office of Student Financial Services for additional information and application criteria for the scholarships listed below.

The RJR Archer Scholarship is awarded annually to an outstanding student entering the second year of Manufacturing Engineering Technology, Electronic Engineering Technology, and Mechanical Drafting & Design Engineering Technology.

The R.D. Boyer Scholarship Fund is awarded annually, based on financial need, to a student pursuing a career in construction occupations.

The Carolina Telephone & Telegraph Scholarship is awarded annually to two students. Priority is given to unemployed and/or minority students.

The Corn Products Scholarship is awarded annually to students entering the second year of a business related curriculum. The scholarship is for Forsyth County residents only and is based on academic ability and financial need.

The Data Processing Management Association Scholarship is awarded annually to an outstanding student entering the second year of Business Computer Programming.

The Mary Kate Dixon Horticultural Scholarship is awarded annually to an outstanding student entering the second year of Horticulture Technology.

The Forsyth County Medical Auxiliary awards scholarships to students entering the associate degree nursing and allied health programs. The awarding of these scholarships is not controlled by the College.

The Norman Gaddis Scholarship is sponsored by the Student Government Association. It is primarily an emergency scholarship for students eligible for financial aid when funds are not available from other sources.

The Integon Scholarship is awarded annually to a deserving Executive Secretarial Science student and is based on need, academics, and good citizenship.

The Sandra Johnson Memorial Scholarship is awarded annually to an outstanding student entering the second year of Executive Secretarial Science.

The Marshall Paul Johnston Scholarship is a perpetual scholarship available to Automotive Mechanics students.

The Winston-Salem Kiwanis and the Twin City Kiwanis Clubs award scholarships to seniors graduating from Forsyth County schools each year. The awarding of these scholarships is not controlled by the College.

The Mary B. Lauerma Memorial Scholarship is awarded annually to a full-time student with the highest cumulative grade point average entering the second year of Associate Degree Nursing.

The L. Carroll Lennon Scholarship Fund is donated by Read's Uniform Center, Inc. The award is given each year to a first and second-year Associate Degree Nursing student and a Practical Nurse Education student. Recipients for this award are referred by the Office of Student Financial Services.

The McPhail Scholarship fund is sponsored by the Pilot Club of Winston-Salem. This need-based scholarship is awarded annually to an Associate Degree Nursing student.

The Modern Machine Scholarship is awarded annually to a deserving student in the welding curriculum and is based on academics and need.

The Jane Gaither Murray Scholarship is awarded annually to a deserving student entering the Associate Degree Nursing curriculum.

The North Carolina Community College Scholarship is awarded annually to eleven students. Priorities are given to unemployed and/or minority students.

The North Carolina Sheriff's Association Scholarship is awarded annually to a student enrolled in the Law Enforcement curriculum. Priority is given to dependents of law enforcement officers.

The North Carolina Society of the American Association of Respiratory Therapy Incorporated Scholarship is awarded annually to one student in North Carolina entering the second year of Respiratory Therapy. Students who wish to apply should contact the department chairperson of Respiratory Therapy.

The Lynne Breedlove O'Rourke Memorial Scholarship is awarded annually to an outstanding student entering the second year of Radiologic Technology.

The Henry F. Snyder Scholarship is used primarily as an emergency scholarship for students eligible for financial aid when funds are not available from other sources.

The Wachovia Technical Scholarship is awarded annually to two students who are enrolled full time in the second year of a technical curriculum and is based on need and scholastic promise.

Other than the scholarships listed above, there are various individuals and organizations who contribute money yearly for scholarships for needy students. Most of the money available is not restricted; however, some of the scholarships are restricted to individuals enrolled in specific programs.

## **OTHER SOURCES OF AID**

Other sources of aid not administered by the College are available for eligible students. Interested students should apply with the appropriate agency. The Office of Student Financial Services can assist the students in making the initial contact with the sources listed below:

- North Carolina Veterans Affairs Scholarships
- North Carolina Vocational Rehabilitation
- North Carolina National Guard Tuition Assistance Plan
- Job Training Partnership Act (JTPA)
- Dependency and Indemnity Compensation (VA)

## **VETERANS' BENEFITS**

The College is approved for the training of persons eligible for benefits administered by the Veterans Administration (VA).

The Admissions Office will help applicants select a program of study and explain the procedures for enrolling in the College. All admission requirements must be completed before veterans' paperwork can be started. Admissions will require application forms, testing, and the receipt and evaluation of transcripts for all prior training.

Once the admissions procedures are completed, the eligible person should contact the Office of Student Financial Services to begin benefits processing. The actual enrollment certification and related documents will not be submitted to the VA Regional Office until the new student registers for classes.

Veterans are responsible for being familiar with the information found in the Student Handbook, College Catalog and Veterans' Brochure. The Veterans' Brochure may be obtained in the Office of Student Financial Services.



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# GRADUATION

## GRADUATION REQUIREMENTS

A student wishing to receive a degree or a diploma from the College must fulfill all course requirements. All students must earn a cumulative grade point average of 2.00 and must have received a passing grade in all required courses to be eligible for graduation.

A student who has earned a cumulative grade point average of 3.50 is eligible to be graduated with high honors.

A student who has earned a cumulative grade point average of 3.00 is eligible to be graduated with honors.

Grade Point Average (GPA) is obtained by dividing the total quality points earned by the total number of credit hours work attempted.

A candidate for an associate degree must complete at least 32 quarter hours of credit work at the College, with a minimum of 16 quarter hours in the major area. A candidate for vocational diploma must complete at least 16 hours of credit work at the College, with a minimum of eight quarter hours being in the major area courses. Credit hours required in residence may not be met by proficiency examination.

Course requirements vary according to program. The student should refer to the course requirements for his/her program of study to determine if all requirements have been met and should be aware at all times of his/her progress toward graduation. Course substitution may be granted by the appropriate dean when deemed necessary for graduation.

It is also the responsibility of the student to complete an official INTENT TO GRADUATE form at least six weeks before his/her last registration. These forms may be obtained from the faculty advisor or counselor in the Counseling Center, who will assist the student in completing the form. After payment of a \$10.00 nonrefundable graduation fee, the completed form should be submitted to the Records Office. The fee is to be paid in the FTC Bookstore, where the Intent form will be validated.

## COMMENCEMENT EXERCISES

Commencement exercises are held at the end of spring and summer quarters on the dates published in the academic calendar. Degrees and diplomas are awarded at this time. Students are expected to notify the Records Office as to their intention to participate in the exercises.

## COMMENCEMENT MARSHALS

Marshals are selected from full-time rising sophomores who have maintained the highest scholastic averages during their freshman year. The two marshals who have the highest academic averages are named chief marshals.

## SCHOOL RINGS AND PINS

Any student in good standing who has completed at least one-half of the credit hours required for graduation in his/her curriculum may order the official school ring. The student is required to pay a deposit at the time the ring is ordered, with the balance due upon delivery.

Pins for health programs are also available. Orders for both pins and rings may be placed through the College bookstore.

# STUDENT CODE OF CONDUCT AND RESPONSIBILITIES

## CODE OF CONDUCT

The act of enrollment at Forsyth Technical College (hereinafter “the College”) includes an acceptance by the student of the rules and regulations of the College. By enrolling, the student accepts the obligation to assist in making the College an effective place to conduct a learning process and to engage in the pursuit of truth, the development of self, and the improvement of society. Each enrolled student is considered to be a responsible adult, and the College assumes and requires that men and women of suitable age who enroll in the various programs will maintain standards of conduct appropriate to the status of students at the College.

The College has an inherent responsibility to maintain order on its campus. Therefore, students may or shall be suspended or dismissed for behavior deemed incompatible with the mission, the regulation or the responsibility of the College, or deemed to be in violation of any of the provisions of the Code of Conduct as set forth herein.

The College recognizes the right of an enrolled student to receive a full opportunity to learn and develop, unfettered by any and all obstacles not conducive to a sound, fundamental educational program. To this end, the College recognizes, declares, and vests certain rights in each and every student enrolled at the College.

## STUDENT RIGHTS

- A. Legal Rights** — All the rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of North Carolina shall not be denied any student. Further, the College shall adhere to all of the statutes of the United States and State of North Carolina. The College has recognized the Student Government Association as the approved agency to voice students’ opinion and speak on institutional policies concerning students’ activities.
- B. Rights of the Learner** — The instructor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
- C. Student Records** — The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records, and this Act will be adhered to by the College.
  - 1. Students may review their educational records by making a request in writing to the Director of Records.
  - 2. Ordinarily, student records will not be available for review by “third parties” unless permission is first obtained by such third parties in writing from the student or unless such review is pursuant to a valid court order or subpoena. Exceptions may also be made in the case of parents claiming the student as a dependent. The Dean of Student Services, in his or her discretion shall make

the final decision concerning access to records by any persons other than the student.

**3. Official transcripts** will be issued only upon a written request by a student or upon written authorization by a student to be released to a designated entity.

**D. Freedom of Association** — Students are free to organize and join an association organized or existing to promote the student's curriculum or career interest. Student organizations must be approved by the Student Government Association prior to organization on the campus in order to insure that College policies and procedures are followed and adhered to.

**E. Due Process** — Due process procedures are established hereunder to guarantee the right of hearing, a presentation of charges, evidence for charges, the right of confrontation by the questioning of witnesses, and the right of counsel by the accused student, if so requested by the student. Any student aggrieved by the violation of this Code of Conduct shall have the right of appeal to the Student Appeals Committee as hereinafter provided.

## **GENERAL CAMPUS RULES AND REGULATIONS**

The following is a general summary and classification of the major rules of student conduct, and any violation thereof shall be considered a violation of this Code of Conduct. For purposes of the College rules and regulations, College grounds are defined as any location owned, leased, rented, controlled, or otherwise occupied by the College or any division thereof.

### **Rule 1. Disruption and Disorderly Conduct**

A student shall not engage directly or aid and abet in disorderly conduct which is intended to provoke violent retaliation or cause a breach of peace or which disrupts, disturbs, or interferes with the normal routine activities or teaching of students, or which disrupts, disturbs, or interferes with the peace, order, or discipline on the College grounds.

### **Rule 2. Damage to or Destruction of College Property**

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, substantial damage to be done to College property, or shall not steal, or attempt to steal, College property.

### **Rule 3. Damage to or Destruction of Private Property**

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, damage to private property of another, or shall not steal, or attempt to steal, private property of another when on the College grounds or while attending a College activity, function, or event held off College grounds.



**Rule 4. Assault on or Verbal Abuse of College Employee**

A student shall not intentionally cause, or attempt to cause, physical injury, verbal abuse, harassment, or communicate a threat to a College agent, servant, or employee at any time while such student is enrolled at the College.

**Rule 5. Assault on or Verbal Abuse of Persons Other Than Employees**

A student shall not intentionally cause, or attempt to cause or threaten to cause, physical injury, verbal abuse, harassment, or communicate a threat, or direct any profane language toward any other student or College guest, visitor, or invitee at any time while such student is enrolled at the College, or while such student is on College grounds or is attending a College activity, function, or event held off the College grounds.

**Rule 6. WEAPONS AND DANGEROUS INSTRUMENTALITIES — NC General Statute 14-269.2**

It is unlawful for anyone to possess any weapon, whether openly or concealed while on private school or public school property unless it is used as part of a school activity or ceremony. In essence, the statute refers to any and all property owned, used, or operated by any Board of Education, school, college, or university for the administration of any public or private educational institution. In practice, then, this statute permits prosecution of anyone carrying any dangerous instrument in school, on school grounds, or at any school activity.

**Rule 7. Narcotics, Alcoholic Beverages, and Controlled Substances**

A student shall not knowingly or negligently own, possess, use, transport or be at any time under the influence of any narcotic drug, alcoholic beverage or any other controlled substance (as controlled substance is defined by the North Carolina General Statutes) while on College grounds or during the time when a student is participating in any College activity, function, or event off College grounds. Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.

**Rule 8. Classroom and Campus Activity**

A student shall comply with all directions of teachers, student teachers, substitute teachers, teachers aides, College administrators, or authorized College personnel during any time when the student is under the authority of College personnel. A student on campus shall promptly identify himself to a College official or campus security officer at all times upon reasonable request. A student shall appear before College officials or disciplinary bodies when so directed. Any failure by any student to promptly obey or to abide by these regulations in this Rule 8 shall constitute a violation of this Code of Conduct.

## **Rule 9. Cheating, Forgery, and Related Offences**

It shall be a violation of the College Code of Conduct for a student to commit any one of the following acts:

1. Academic cheating, including, but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor, and any form of plagiarism as such term is commonly defined;
2. Furnishing of false information to any College personnel; and
3. Forgery, falsification, or fraudulent misuse of any documents, records, or identification cards.

## **Rule 10. State and Federal Law**

A student shall not violate any State or Federal laws while on the College campus or while attending a College activity, function, or event off College grounds.

## **Rule 11. Student Dress Code.**

Although College students may dress informally, cleanliness and neatness of appearance must be maintained. Shirts and shoes are required at all times while the student is on campus or at all times while such student is attending a College activity, function, or event off College grounds. Special technical or vocational programs, such as the health programs, may require special dress codes for clinical or laboratory areas. A student shall not attend classes or laboratory work conducted in the clinical or laboratory areas if such student is in violation of the dress codes for such areas.

## **Rule 12. Involuntary Psychological or Psychiatric Withdrawal**

It shall be grounds for dismissal if and when it shall be medically determined that a student poses a threat to the physical well-being of themselves or others or if such student has a physical, mental or emotional condition of such a nature as to disturb or disrupt the normal and usual activities of other persons on campus. A student shall agree to have a psychiatric evaluation when it shall appear to the satisfaction of the President of the College, or his designee, that such examination is in the best interest of the student, or the College or both.

## **Penalties for Violation of the Code of Conduct**

Violations of the Code of Conduct in the College may result in suspension or dismissal of the student from the College.

## **Enforcement Procedures**

Student conduct on the College campus or student conduct during a College activity, function, or event held off College grounds that violates Federal and/or State laws and College regulations may be dealt with in the following manner:

1. The student may be turned over to the civil authority and subjected only to the penalties imposed by the authority; or

2. The student may be subjected to sanctions imposed both by the civil authorities and by college authorities; or
3. The student may be subjected to sanctions imposed by the College notwithstanding the fact that civil sanctions may not be imposed.

## **Disciplinary Procedures**

**Instructional Areas** — Any instructor may request a student to leave a class, laboratory, shop, or clinical area when, in the opinion of the instructor, the student's conduct or personal demeanor disrupts normal classroom activities. If the student refuses to leave the class, the instructor may call campus public safety for assistance. The instructor, identifying the student and the cause for dismissal from class, will immediately notify in writing his Division Dean and the Dean of Student Services of actions taken.

The burden of requesting reentry to class, laboratory, or clinical areas shall be upon the student involved. Request for reentry must be made to the instructor before the next class meeting. If the instructor decides that the student needs additional counseling before reentry, the instructor may require that the student meet with the Division Dean or the Student Services counseling staff for further discussion. If the Division Dean or the Student Services counseling staff decides that the student should be dismissed from the class or from the College, the instructor will send a written report (approved by the Division Dean) to the Executive Vice President. The Executive Vice President will make the decision on dismissal when applicable and dismiss the student. The student will be given a copy of the report and a written notification of the decision. If they wish to appeal the decision, they must do so by writing the Student Appeals Committee within twenty-four (24) hours after receiving the dismissal notice.

**Noninstructional Areas** — Any employee or student may file a written complaint for disciplinary action against any student enrolled at the College. The Public Safety Department may temporarily remove a student from campus when the student is jeopardizing the safety and security of faculty, staff, and/or the student body; a written complaint must then be filed. The complaint must be filed with the Dean of Student Services who will promptly investigate the complaint and make a decision regarding suspension, dismissal, or other disciplinary action. Both the complainant and the student involved will be notified in writing. If the student wishes to appeal the decision of the Dean of Student Services, they must do so by writing the Student Appeals Committee within twenty-four (24) hours after receiving the notice of the decision.

## **STUDENT APPEALS COMMITTEE**

The Student Appeals Committee will hear the appeal of any student after the appeal process has been exhausted at the departmental and divisional level for instructional areas or Dean of Student Services for noninstructional areas. The Student Appeal Committee will hear the appeal of any student regarding the following:

1. discipline;
2. dismissal, except for academic standing;
3. admissions;
4. residency;
5. discriminatory practices;
6. sexual harassment.



The appeal will be heard under the following conditions within two working days of receipt of the confirmed appeal:

1. The student must submit a written statement containing factual and valid reasons for the appeal to the Dean of Student Services, who shall forward the statement of appeal to the committee chairperson. The chairperson may return the appeal to the student to clarify, to add factual information, or to state reasons for the appeal; they may reject the appeal if policies and procedures have not been followed by the student.
2. The committee will confine itself to making a recommendation on the appeal question and not on the validity of existing policies of the College. The committee reserves the right to suggest to the President that a current policy be examined for continued value to the College.
3. The committee will submit its recommendation to the President who will make a final decision and who will notify the parties involved.
4. In matters concerning residency classification, the committee's recommendation will be sent to the Dean of Student Services, who will notify the parties involved of the decision. The next step in the appeal process is to the State Residency Committee. Procedures on state appeal are available in the Dean of Student Services' office.
5. Records of the proceedings of the College Student Appeals Committee are available upon written request to the Dean of Student Services.
6. The student must obtain special permission from the Executive Vice President to attend classes pending resolution of the case on appeal.



# PARKING

## PARKING AND CAMPUS REGULATIONS

### Main Campus

1. All vehicles parked on campus by students, staff and faculty members must be registered on campus. Vehicles may be registered during each registration period, at the Business Office 8:00 AM-5:00 PM or the Public Safety Office 5:00 PM-8:30 PM daily except Friday.
2. Decals must be permanently displayed on the rear bumper. Failure to comply with this rule will result in a \$3.00 fine. (This rule will prevent the stealing and use of your decal by unauthorized personnel). A parking decal does not guarantee or reserve a parking space. Decals are not transferrable to another vehicle.
3. Personnel who must drive a different vehicle for a short period of time may apply at the Business Office or the Public Safety Office for a free temporary permit. These permits are good for one week and you are authorized one each quarter. This permit is to be displayed in the rear window of your vehicle on the driver's side.
4. Head vehicle into parking space. Do not back into space, park crossways or pull through. (This will prevent parking accidents).
5. Park inside lines.
6. Parking or driving on grass is prohibited.
7. Park motorcycles and bicycles in designated areas only. (See campus map)
8. It is the responsibility of all personnel to familiarize themselves with all campus rules and regulations and to comply with those rules.
9. All accidents or incidents on campus must be reported to the campus Public Safety Officer.
10. All fines must be paid within ten days of date of the infraction. Fines may be paid at the Cashier's Office from 8:30-4:30 and the Public Safety Office from 4:30-8:30 Monday thru Thursday. (Fines may also be mailed to: Forsyth Technical College, Cashier's Office, 2100 Silas Creek Parkway, Winston-Salem, N.C. 27103.)
11. All personnel are responsible for tickets placed on their vehicle regardless of who is operating the vehicle at the time that the violation occurs. They are also responsible for tickets placed on any vehicle they or their visitors drive.
12. It shall be unlawful to operate a motor vehicle on campus at a speed in excess of 15 mph.
13. All vehicles shall come to a complete halt at stop signs as posted.
14. Forsyth Technical College will assume no responsibility for damage to any vehicle while parked or while being operated on the campus or for the contents within the vehicle.
15. Vehicle registration fee for each motor vehicle shall be \$4.00 for the school year or any portion thereof.
16. Littering is prohibited at all times and will result in a fine.

## Violations and Fines

The following violations shall require a three dollar (\$3.00) fine:

- a. Unregistered vehicle.
- b. Double parking or blocking another vehicle.
- c. Backing into a space.
- d. Driving on grass.
- e. Parking on grass.
- f. Parking crossways.
- g. Obstructing a walkway or driveway.
- h. Parking on or over a yellow line.
- i. Parking in a service or fire truck lane.
- j. Improperly displayed registration sticker.
- k. Failing to comply with campus rules and signs.
- l. Parking in any space other than space authorized by permit on car.

The following violations shall require a five dollar (\$5.00) fine:

- a. Speeding.
- b. Failure to yield right of way.
- c. Going wrong way on one-way street.
- d. Hit and run.
- e. No operator's permit in possession.
- f. Reckless driving.
- g. Failure to stop for stop sign.
- h. Failure to heed blue light.
- i. Failure to report accident.
- j. No vehicle registration.

## NOTE

Trustee Policy provides for the enforcement of parking and driving rules and regulations on campus by:

- A. Withholding transcripts, degrees/diplomas or other evidence of attendance and accomplishments at Forsyth Technical College.
- B. Suspending from class any student who has three or more unpaid tickets.
- C. Revoking parking privileges on campus for the following four consecutive quarters of any person who receives eight tickets in one year. (A record is kept by the Public Safety Office.)
- D. Tow away provisions: any vehicle found to be in violation of any of the following regulations may be towed away at the owner's expense:
  1. Double parked — blocking another vehicle.
  2. Parked in traveled portion of a street or driveway.
  3. Parked in a fire lane.
  4. Parked in a handicapped space without proper authorization will result in a WSPD ticket. This fine is **\$25.00**.
  5. Unregistered vehicles parked in excess of 48 hours (notification of intent to tow will be placed on vehicles).
  6. Any vehicle parked on campus by a student that has had his/her parking privilege revoked.



## **APPEAL PROCEDURE**

- A.** A request for an appeal of a parking or traffic fine must be submitted in writing to the Administrative Assistant to the President at Forsyth Technical College within seven (7) days of the date of violation.
- B.** The Traffic Appeals Committee shall consist of three members of the faculty and at least one member of the student body. It shall be the duty of the Traffic Appeals Committee to make a written report to the Administrative Assistant to the President as to each appeal heard and as to the committee's findings in each case appealed. If the committee finds in the favor of the student, any fine imposed or paid shall be rescinded or remitted.
- C.** In the event that an appeal is made under these provisions, the Traffic Appeals Committee shall hear such case upon the original citation only. The student shall have the right to present testimony and witness in his/her behalf. The issues which may be decided by the Traffic Appeals Committee shall be limited to deciding whether there has been a violation of the regulations.
- D.** The Traffic Appeals Committee shall meet for the hearing of an appeal as directed by the Administrative Assistant to the President. Any person who has an appeal scheduled and fails to appear, after having been duly notified of the time and place of the appeal, will have his appeal denied. There will be no continuance of the appeal unless approved by the Administrative Assistant to the President.
- E.** All decisions of the Traffic Appeals Committee shall be final.

## **Allied Health Building**

Parking is available to students in the metered parking deck lot off Medical Center Boulevard. There is very limited parking on the streets in the vicinity of the hospital. A parking lot for Allied Health students is located under Interstate 40 with parking available to students on a first come first serve basis.

## **Forsyth Memorial Hospital**

Parking is available to students in the metered parking lot (on quarterly or hourly basis) in front of the hospital. There is practically no parking on the streets in the vicinity of the hospital.

## **West Campus**

Parking is available to students in the parking lots in front, sides, and back of the building on Bolton Street.

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## SERVICES FOR STUDENTS

### Accident Insurance

Accident insurance covering the hours a student is in school, on field trips, or participating in student activities, is provided to all full-time and part-time curriculum students. This student insurance is furnished by the College as a service to students, but it is not meant to replace a student's personal coverage.

### Bookstore

A school bookstore is operated by the College as a service to students, faculty, and staff. Textbooks, school supplies, and course-related materials, as well as other items of special interest to students, are offered for sale. The bookstore is adjacent to the student center in Snyder Hall and is open Monday through Friday from 9 a.m. until 3 p.m. and on Monday, Tuesday, and Thursday from 6 p.m. until 8 p.m.

Summer quarter evening hours will be posted at the bookstore.

### Counseling Center

The Office of Student Services maintains a staff of professional counselors whose services are available to students needing help with educational, vocational, financial, social, or personal problems from the time they enter school until they leave. Assistance is provided to facilitate wise choices, decision, and adjustments associated with being a student. The counselors also serve as consultants to faculty and staff in helping to meet educational needs of students. The counselors are available to both day and evening students in the Counseling Center, during the day at the Allied Health Building, and on a specified posted schedule at the Paramedical Building.

Several individualized tests and inventories are available for counseling purposes, and students are referred to appropriate community agencies or resource persons when it is apparent that they can be assisted more effectively in this manner.

The Dean of Student Services is available in the Counseling Center to provide information, clarify issues, or assist students with problems that might be encountered as Forsyth Tech students.

### Career Guidance Center

The services of the Career Guidance Center are available to applicants and students of Forsyth Technical College and to other members of the community who need assistance with career planning. Emphasis is placed on activities such as developing and teaching career planning, career counseling, development of decision-making skills, maintenance of a useful career information library, and providing microfiche cataloging and computer information on the Employment Security Commission job bank.

## **Food Service**

Complete food service and a snack bar is located in Hauser Hall on the lower level.

Canteen service is available in Snyder Hall, lower level and in Hauser Hall; also in the student lounge at the Allied Health Building, the student lounge in the Paramedical Building at Forsyth Memorial Hospital, and in the lunchroom at West Campus.

## **Health Services**

Limited health services are provided through the Office of Student Services and the Public Safety Office. First-aid supplies are located in shop areas; however, injuries requiring more than minor first-aid will be treated in the emergency room of either Forsyth Memorial Hospital or North Carolina Baptist Hospital.

For major illness or injury, ambulance transportation is available to either of the two hospitals, both of which are located within two miles of the College. Please notify the Public Safety Office. A counselor is to be notified of students being transported to the hospital, so that next of kin can be notified.

## **High School Equivalency**

Adult residents of North Carolina who have not completed high school may earn a high school diploma equivalency by passing a battery of five tests. These tests are known as either the high school diploma equivalency test or test of General Education Development (GED).

The GED program is designed primarily for adults 18 years or older; however, 16 and 17 years olds are allowed to take the test if they meet certain conditions. It is the policy of Forsyth Technical College to encourage young people to complete traditional public or private high school before seeking admission. Current residency in North Carolina is required.

A high school diploma equivalency is recognized across the nation by most employers and educational institutions and is issued by the North Carolina Department of Community Colleges. Forsyth Technical College is one of 71 official GED testing centers in the state and is the only one in Forsyth County.

Persons interested in further information or in taking the GED test should contact the Main Campus Individualized Learning Center. The center administers the test by appointment. There is a \$5.00 fee for taking the GED test.

## **Housing**

Since the College has no dormitory facilities, students who wish to live away from home must make their own housing arrangements. The College takes no responsibility for locating or supervising student housing; however, suggestions as to location of off-campus housing may be obtained in the Counseling Center.



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## **Individualized Learning Center (I.L.C.)**

The Individualized Learning Center offers a wide variety of courses including adult enrichment, English As A Second Language, adult high school, and nineteen courses for curriculum credit. The I.L.C. is also used by persons preparing for the high school diploma equivalency test (GED) and for college entrance tests such as the CGP.

Students in the Learning Center work on a self-paced, individualized basis with a program designed exclusively for them according to their needs and goals. They use self-instructional books and audiovisual materials and have access to a coordinator for personal help. Experience has shown that motivated, self-disciplined adults learn well using this approach.

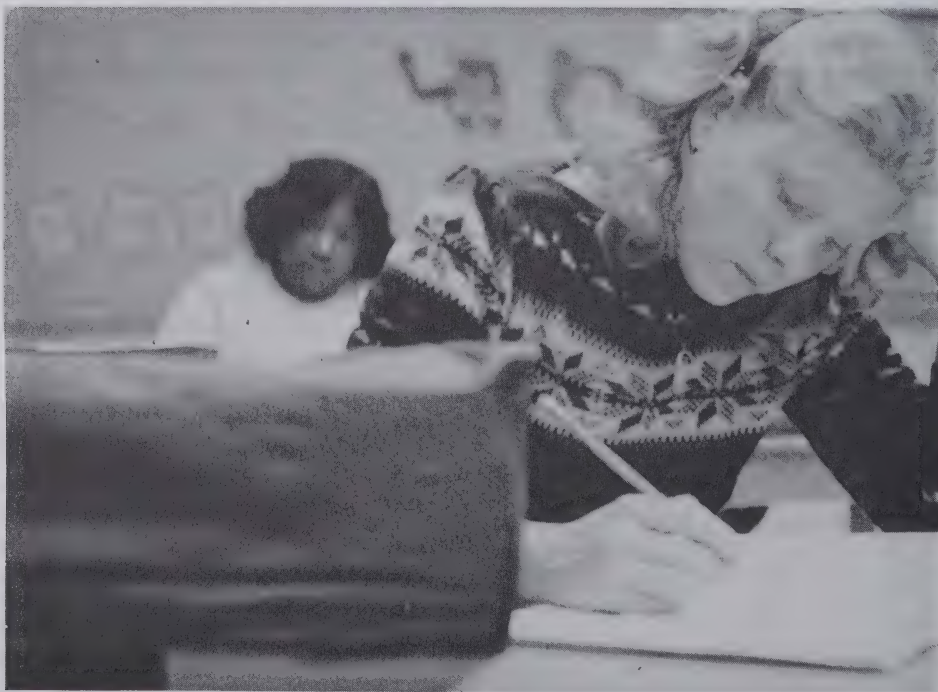
The Learning Center also offers supplemental work for various curriculum courses such as mathematics and English. A microcomputer and printer are available for student use for those working in the Center and for those completing work for other classes within the College.

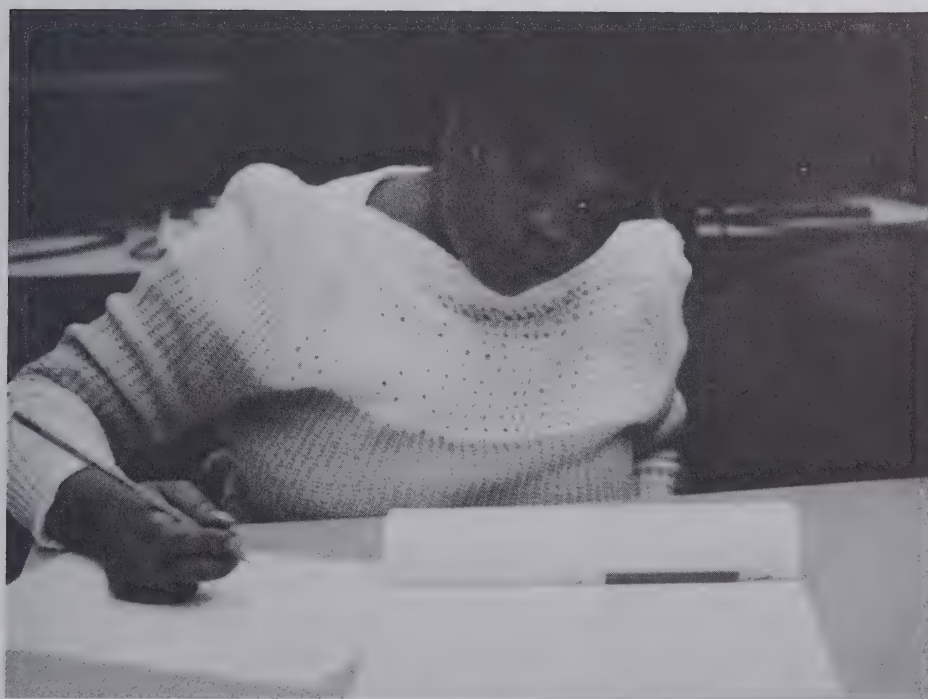
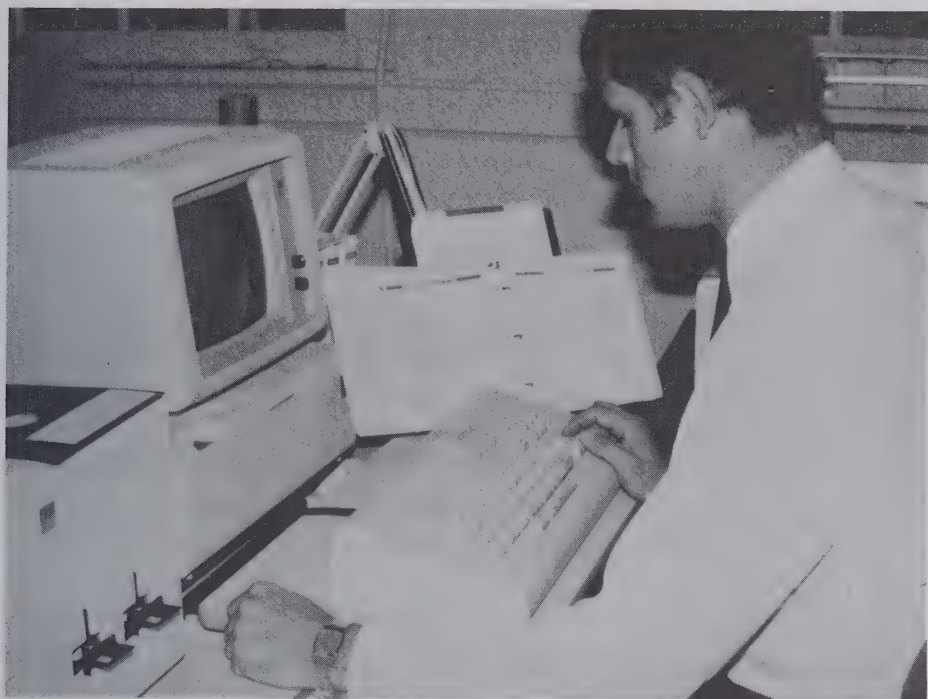
Students wishing to take curriculum courses must pay the normal registration fee and enroll at the beginning of each quarter. All other courses in the Learning Center are free and students may enroll at any time. Students must be enrolled at Forsyth Technical College in order to take curriculum credit courses. In addition to the learning centers on Main Campus and on West Campus, there are off-campus learning centers located at the Main Public Library located at 660 West Fifth Street in Winston-Salem, and the Whitaker Rehabilitation Unit at Forsyth Memorial Hospital. Enrollment in these learning centers is also free.

## **Tutoring Services offered in the I.L.C.**

Tutoring services provide assistance to Forsyth Technical College students who are experiencing academic difficulties. The main function of these services is to arrange one-to-one and group tutoring sessions. Selecting and training effective tutors, supplementing course materials with programmed instruction, and offering academic advising complete with the functions of tutoring services.

Tutors are recruited initially from the student body. In those content areas where the demand for tutors cannot be met on campus, other qualified persons are considered for tutor positions. The College provides funding for tutor salaries without cost to the students who request tutorial assistance.







**Curriculum Credit Courses offered by the I.L.C.**

To enroll in a curriculum course in the ILC, a student must initiate a request for permission through his/her advisor. A student must register for a course during the regular registration period and pay the regular curriculum tuition charges. A student should be cautioned about the measure of self-discipline necessary for achievement in this setting. The ILC attendance policies and course requirements are as rigorous as those in the classroom.

A student may take a curriculum course in the ILC under the following conditions:

- a. The course is needed for graduation.
- b. The course is offered only in the ILC, such as ENG 0023.
- c. The student has failed the course in the classroom and needs to study at a slower pace.
- d. There are other circumstances beyond the control of the student, for example, course cancellations or a schedule conflict.
- e. The student can complete the course at an unusually fast pace.

The following courses are offered for curriculum credit in the ILC:

Medical Terminology I	Individualized English
Medical Terminology II	Reading Improvement
Pre-Tech Accounting	English Basic Reading Skills III
Business Mathematics	English for International Students
Vocabulary/Terminology I	Basic Arithmetic Skills
Vocabulary/Terminology II	Pre-Business Math
Filing	Algebra (Pre-Tech
Principles of Supervision	Pre-Technical Math
	Fundamental Concepts of Math
	Fundamentals of Math
	Algebra

## **LIBRARIES**

The three libraries contain approximately 31,000 books and audiovisual software. Accompanying audiovisual hardware is available for use in the libraries and classrooms.

### **Main Campus**

Students have access to the library in the Ardmore Hall which is open Monday through Thursday from 8 a.m. until 9 p.m. and on Friday from 8 a.m. until 4:30 p.m.

Although no fines are charged, students are responsible for replacing books that are lost or damaged. Until replacement is made, library privileges will be revoked, students will not be permitted to register, and students' records will be sealed.

### **Forsyth Memorial Hospital**

Students have access to the library in the Forsyth Memorial Hospital Paramedical Building which is open from 8 a.m. to 5 p.m. Monday through Friday.

### **Allied Health Building**

Students have access to the library on the first floor of the Allied Health Building. It is open Monday through Thursday from 8 a.m. to 8 p.m. and on Friday from 8 a.m. to 5 p.m.

### **Lost and Found Service**

Lost and found articles will be handled by the public safety office in the Parkway Building on the main campus. On other campuses, the library at the Allied Health Building and the Dean's office, and at Forsyth Memorial Hospital, the department chairperson's office. All lost articles of value should be reported to the public safety office on the main campus, Ext. 244.

## **Placement Office**

The placement Office is a service provided free of charge to area employers, current students, and graduates of Forsyth Technical College. Each year the Placement Office assists over 1,200 companies in finding employees from the ranks of current students and graduates.

Services provided to students and graduates include: assistance in identifying employers, assistance in writing resumes and cover letters, help in preparing for interviews, printed and videotaped materials on the job search process, local, state, and national employment directories, current wage and salary information, projected employment demand in various fields, and file information on 500 companies.

A board displaying all jobs currently listed with the Placement Office is located in the Parkway Building on Main Campus. The Placement Office is located in Room 170 in Ardmore Hall on Main Campus, and is open 8:00 AM-5:00 PM, Monday, Tuesday, Wednesday, Friday, and 8:00 AM-8:00 PM on Thursday.

## **Student Centers**

A large, attractive student center is located on the ground level of Snyder Hall. Students are encouraged to use the center as a place in which to meet, talk, eat, and relax. A study lounge is also available next to the bookstore for a quiet place to study.

Student lounges are available to students in the health programs in the Allied Health Building and in the Paramedical Building at Forsyth Memorial Hospital.

A new student lounge and canteen area are available in Hauser Hall on the ground floor.

## **Telephone Calls to Students Guidelines**

Students cannot receive telephone calls or messages at school except in the case of an emergency. Forsyth Technical College does not have the facilities to forward general messages to students. Please ask relatives, friends and associates not to contact you at school. In case of an emergency, however, our staff will make every effort to relay information to students. Those calling in an emergency will be asked to state the nature of the emergency, give a name and a return telephone number.

We cannot guarantee the person calling that we can locate the student (not in class). Also, it is the policy of Forsyth Technical College to not give out identifying information about students to telephone callers and/or unidentified persons without the permission of the student.

## **USE OF FACILITIES**

The buildings and their contents exist solely for the education of our adult population. The use of the facilities for any other purpose is strictly prohibited. Any use of these facilities for personal gain will result in immediate disciplinary action.

Smoking is prohibited in all classrooms, laboratories, and shops.

Animals are prohibited inside the buildings. Any animal on the campus grounds must be on a leash in compliance with the City of Winston-Salem Leash Law Ordinance Section 3-18.

Children are not allowed in classrooms or shop areas during class sessions, nor may they be left unattended in the library, canteen areas, or on campus grounds.



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# **STUDENT CLUBS, ORGANIZATIONS, AND ACTIVITIES**

## **STUDENT GOVERNMENT ASSOCIATION — SGA**

The Student Government Association serves to promote interest in student affairs both on and off campus. The association is composed of all students who pay the student activity fee. Four representatives are elected from each of the instructional divisions to serve on the Executive Council. Representatives to the Executive Council elect the Student Government Association officers from within the Executive Council. The Student Activities Facilitator serves in an advisory capacity to the Student Government Association. The Student Activities Facilitator's office is located in Snyder Hall. The Student Government Association office is located in Hauser Hall.

## **STUDENT REPRESENTATION ON BOARD AND COMMITTEES**

The President of the Student Government Association is a nonvoting member of the Board of Trustees of the College. Student representatives also serve on the Student Appeals Committee, the Graduation Committee, and other College committees concerned with students.

## **STUDENT ACTIVITIES**

Forsyth Technical College strives to offer its students more than an academic education. Efforts are made to provide students with extracurricular opportunities for involvement that will help to educate the total individual. By providing extracurricular activities, Forsyth Technical College is recognizing that a college education includes social, professional, and cultural involvement as well as academic. We invite you to come by the Student Activities Office in Snyder Hall and find out more about what Forsyth Technical College has to offer outside the classroom.

## **ARCHITECTURAL TECHNOLOGY CLUB**

The Architectural Technology Club of Forsyth Technical College serves to promote architectural education, to recognize outstanding academic achievement, and to provide related services to Forsyth Technical College and the community. All students enrolled in the Architectural Technology curriculum are invited and encouraged to join.

## **DATA PROCESSING MANAGEMENT ASSOCIATION**

The Data Processing Management Association (DPMA) Student Chapter provides the Electronic Data Processing students with opportunities to interact with professionals and to explore career opportunities in the data processing field. Members of DPMA have opportunities to learn more about data processing through regularly scheduled meetings of the students, attendance at the local chapter meetings and field trips to local computer facilities.

## **HANDICAPPED AWARENESS CLUB**

The Handicapped Awareness Club was organized to provide a support group for the handicapped students at Forsyth Technical College and to acquaint other students, faculty, and staff with both the needs and abilities of the handicapped. Monthly meetings are open to any fee paying Forsyth Technical College student but only handicapped students are eligible to hold office.

## **LAW ENFORCEMENT ADMINISTRATION SOCIETY (LEAS)**

Membership in LEAS is open to any student who is, or has been enrolled in a course of study in the administration of criminal justice.

The objectives of the organization are to promote public understanding of the problems and objectives in the administration of criminal justice and to evaluate the standards of, and foster great understanding between, the agencies and departments in all areas of the administration of criminal justice.

## **STUDENT PRACTICAL NURSE ORGANIZATION**

The Student Practical Nurse Organization originated in 1983, and its membership is composed of students in this curriculum. Its purpose is to provide opportunities for students to benefit Forsyth Technical College, the Practical Nurse Education curriculum, and nursing in the community.

## **STUDENT CHAPTER OF THE SOCIETY OF MANUFACTURING ENGINEERS**

The Student Chapter of the Society of Manufacturing Engineers is a service and social club open to students from the Manufacturing Engineering Technology and Mechanical Drafting and Design Technology curricula. This club has raised and set aside funds for endowing a scholarship open to second quarter students in these two fields of technology.

## **SOCIETY OF RESPIRATORY THERAPY STUDENTS (SRTS)**

The SRTS was organized December 10, 1983, with 35 charter members. The purpose of the SRTS is to increase community awareness of respiratory therapy, promote student fellowship, improve academic achievement, and generally enhance the educational experience of respiratory students.

## **OTHER ORGANIZATIONS**

Students are encouraged to affiliate with student chapters of various professional and technical organizations and societies.

## STUDENT USE OF WEST CAMPUS GYMNASIUM FOR ACTIVITIES

Forsyth Technical College's West Campus gymnasium is available for students' use. Weight rooms housing weight machines and free weights are located in both the men's and women's locker rooms. Students may check out sports equipment for use in the gymnasium by presenting their current student identification card. Hours for gymnasium use will be posted and are subject to change each quarter.

## ATHLETICS

The College does not offer a formal, organized athletic program. The students, with assistance of the Student Activities Facilitator, have organized basketball, softball, and bowling teams and compete in Winston-Salem city leagues in these sports.

## STUDENT PUBLICATIONS

Students are encouraged to participate actively in the preparation of the **FTC Reporter**.

The **Reporter** is the student newspaper written, edited, and managed by the student staff with assistance of the Student Activities Facilitator.

The **Student Monthly** is an information sheet for students. It contains information on campus events, schedule changes, and other information which students should be aware of. It is distributed at the beginning of each month.

## CHANGES IN REGULATIONS

All statements in this publication are announcements of present policies and are subject to change at any given time without prior notice. Forsyth Technical College reserves the right to make changes in program requirements and offerings, in regulations, and in fees. The College also reserves the right to discontinue at any time programs or courses described in this publication. While every effort will be made to give advance notice of any changes of programs or courses, such notice is neither guaranteed nor required. The College further reserves the right, at any time, to request the student to withdraw when it considers such action to be in the best interest of the student and for the College.



# CONSTITUTION

## FORSYTH TECHNICAL COLLEGE STUDENT GOVERNMENT ASSOCIATION

### PREAMBLE

We, the students of Forsyth Technical College, in order to promote the philosophy of the College, which encourages the development of its students as total persons, and in order to serve the students of our educational institution by providing leadership and opportunity for participation in a wide range of programs and activities, do establish this Constitution with the approval of the President of Forsyth Technical College.

### ARTICLE I NAME

The name of this organization shall be the Student Government Association of Forsyth Technical College, hereafter referred to as the SGA. The governing body of the SGA shall be called the Executive Council, hereafter referred to as the EC.

### ARTICLE II OBJECTIVES

- Section 1. To encourage an interest in our campus, school activities and student body concerns.
- Section 2. To promote a mutual respect between the administration and the student body.
- Section 3. To recommend student activity fees and develop a budget for the financial support of such activities and the EC expenses that are compatible with the general welfare of the student body and with the purpose of the College, and to approve all expenditures of the student activity budget.
- Section 4. To make recommendations to the President and the Student Activities Facilitator, hereafter referred to as the SAF, of Forsyth Technical College, concerning matters affecting the student body.
- Section 5. To recommend and sponsor student activities and programs in cooperation with the SAF.

### ARTICLE III COMPOSITION

The SGA EC shall be composed of four representatives from each instructional division. Representatives to serve on the EC will be selected by the faculty and approved by the divisional dean.

- Section 1. Representatives shall be enrolled in and actively attending at least six credit hours each quarter and shall have paid the student activity fee.
- Section 2. Representatives shall maintain at least a 2.50 grade point average.
- Section 3. A president, vice-president, secretary, and treasurer, shall be elected from the representatives to the EC.

Section 4. The representatives' term of office shall be for a period of one academic year, that being from fall through summer quarter.

Section 5. The SAF shall be the senior advisor to the SGA.

## **ARTICLE IV MEETINGS**

Section 1. The EC will meet with the SAF on a bi-monthly basis.

Section 2. By majority vote, the EC may elect to become inactive during summer quarter.

Section 3. Bi-monthly meetings will be announced to the student body as a whole. Bi-monthly meetings are open to any student, staff member, or board member wishing to attend.

Section 4. The president of the SGA, the SAF, or the president of the College may call a special SGA meeting should the need arise.

Section 5. A minimum of one representative from each division must be present to conduct any business of the EC.

Section 6. A majority of one passes a vote. The president shall vote only to break a tie.

Section 7. There shall be no voting by proxy except when approved at the previous meeting.

Section 8. Motions passed by the EC shall be subject to review and remand by the SAF

## **ARTICLE V DUTIES**

Section 1. The President shall.

- A. Call and preside at all EC meetings.
- B. Be a non-voting member of Forsyth Technical College Board of Trustees and should attend all board meetings, and as many committee meetings as possible. No delegate may be sent in his/her place.
- C. Appoint special committees or positions as he/she or the EC deems necessary, except vacancies on the EC.
- D. Have the power to act in the absence of the EC representatives when in the interest of the student body.
- E. Represent the SGA in all relations with school officials and with other institutions.
- F. Submit to the EC such recommendations as he/she deems necessary either in writing or in person.

Section 2. The Vice-president shall:

- A. Be an assistant to the president and assume the duties of the president in his/her absence.
- B. Assume the duties of the president should the president resign his/her position.
- C. Oversee all committees of the EC and serve as an ex-officio member of these committees unless appointed as an official committee member.
- D. Inform representatives not present at meetings of all decisions and discussions that occurred.

Section 3. The Secretary shall:

- A. Maintain and distribute the minutes of all meetings of the EC.
- B. Maintain attendance records of all meetings, activities, and project to be reviewed with the SAF.
- C. Coordinate all incoming and outgoing correspondence.
- D. Be responsible for reminding all representatives of meetings.
- E. Assist in all other areas as requested by the president.

Section 4. The Treasurer shall:

- A. Maintain the financial reports of the SGA.
- B. Assist the SAF in maintaining the inventory of all equipment and materials owned by the SGA.
- C. Submit a financial report at all regular meetings of the EC.
- D. Serve as chairperson of the budget committee.
- E. Assist in all other areas as requested by the president.

Section 5. All representatives, including those holding office, shall:

- A. Attend at least 75% of all regular meetings and 50% of all called meetings.
- B. Participate in at least 75% of all SGA projects and activities.
- C. Serve on at least one committee, and attend at least 75% of all regular committee meetings and 50% of all called committee meetings.
- D. Conduct themselves in a manner that is not determined to the student body, school, or community.



## **ARTICLE VI COMMITTEES**

- Section 1. Standing committees shall include:
- A. Budget
  - B. Entertainment
  - C. Poster/Publicity
  - D. Service Projects
  - E. Fund Raising
  - F. All other committees deemed necessary by the president.
- Section 2. Inactive committees shall include:
- A. All committees not meeting on at least a quarterly basis.
- Section 3. Members of committees shall:
- A. Serve as chairperson of no more than one standing committee at a time.
  - B. Serve on no more than three standing committees at a time.

## **ARTICLE VII VACANCIES**

- Section 1. Upon the resignation of the president, the vice-president shall assume the office of president for the remainder of the president's term.
- Section 2. Upon the resignation of any other officer, the vacancy shall be filled for the remainder of the term by vote of the EC.
- Section 3. Vacancies of a member shall be filled as expediently as possible. The appropriate divisional dean will appoint a replacement.

## **ARTICLE VIII GRIEVANCE PROCEDURES**

- Section 1. Anyone who wishes to file a formal complaint concerning SGA/EC procedures, officers, or representatives should send a written complaint to the president or highest uninvolvement officer and the SAF.
- Section 2. The grievance will then be reviewed by the officer and the SAF and may be brought before the EC unless the grievance is of a personal nature.
- Section 3. Action on any grievance is subject to review and remand by the president of Forsyth Technical College.

## **ARTICLE IX IMPEACHMENT**

- Section 1. A representative is eligible for impeachment by committing any one or combination of the following:
- A. Does not have reasonable excuses for prolonged absences from functions or meeting of the EC.
  - B. Does not perform the duties as assigned in the Constitution.
  - C. Exhibits conduct unbecoming of an EC member.
- Section 2. A formal written complaint must state the reason for impeachment. A copy must be sent to the SAF and the highest uninvolved officer or representative.
- Section 3. The SAF and the uninvolved officer or representative, plus one other representative, will constitute the Review Committee.
- Section 4. The Review Committee will review the formal complaint with the representative within ten days. If the complaint is found to be valid, the Review Committee may place the representative on probation or call for impeachment by the EC.
- Section 5. The Review Committee must call a special meeting of the EC for impeachment proceedings.
- Section 6. The impeachment proceedings will be held as follows:
- A. Reason for dismissal will be read.
  - B. The highest uninvolved officer will substantiate the reason for dismissal.
  - c. The representative will explain the reason for his/her actions and may present any witnesses he/she deems necessary.
  - D. A vote will be taken and the majority will rule.

## **ARTICLE X AMENDMENTS**

Amendments to this Constitution shall be proposed by a representative of the EC or the SAF at a meeting. Such amendments shall become a valid part of this Constitution when approved by two-thirds of all members at a duly announced meeting and approved by the President of Forsyth Technical College. Voting on such amendment may not occur during the same meeting in which amendment was proposed.





